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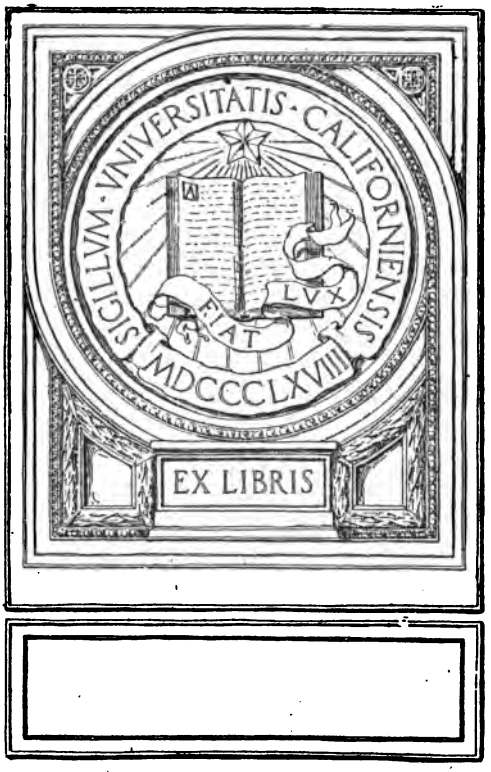
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ADMINISTRATION

BY

LIEUT. STEPHEN E. CONNOR
LIEUT. FRANK X. PERRON
LIEUT. FREDERICK WEST

BATTALION PERSONNEL ADJUTANTS
AND
PAPERWORK INSTRUCTORS
CENTRAL OFFICERS TRAINING SCHOOL
CAMP LEE, VA.

PUBLICATION AUTHORIZED BY THE ADJUTANT GENERAL

EDWIN N. APPLETON, INC.
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UNIV. OF CALIFORNIA

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394139

I. MILITARY CORRESPONDENCE

References: A. R.: 512, 776, 779, 780, 786, 788, 789, 790, 822. (G. O. 23, 1912—1930959, A. G. O., as amended by Par 1. Bul. 24, 1912—1930959, Par. 3, G. O. 53, 1913—1930959, D. A. G. O., and Par. 3, G. O. 25, 1918, 312.47, A. G. O.)

1. **Essential features.**—A very important feature of Army Paper Work is "Military Correspondence." Brevity, clearness of expression and neatness are the three keynotes of success in writing good correspondence.

2. **The brief.**—The letter will begin with the place and date, written as at present, starting one inch from the top of the paper in the upper right-hand corner of the sheet; below this, beginning one inch from the left margin of the paper, will come the word "From," followed by the official designation of the writer, or, in absence of any official designation, the name of the writer with his rank and regiment, corps, or department; below this and directly under the word "From," will come the word "To," followed by the official title or name of the person addressed. Next will come the word "Subject," followed by a brief outline of the subject, never exceeding ten words in length. The words "From," "To" and "Subject" will begin on the same vertical line. The sending office number of the communication will appear in the upper left-hand corner of the communication.

3. **Example.**—

Central Officers' Training School,
Camp Lee, Virginia, Sept. 30th, 1918.

201.

From: C. O., 5th Co., 3rd Bn., C. O. T. S., Camp Lee, Va.

To: The Commanding Officer, C. O. T. S., Camp Lee, Va.

Subject: Weekly report.

1. Herewith weekly report of the candidates of this company as required per Par. 4, S. O. 79, School Headquarters:

* * * * * *

(SIGNED) Charles G. Bowker
CHARLES G. BOWKER
Captain, Infantry.

In case of letter paper, the upper third of the sheet will be devoted to the brief exclusively; foolscap paper, the upper fourth of the paper.

4. **The body.**—Next will come the body of the letter which, when typewritten, will be written single spaced, with a double space between paragraphs, which will be numbered consecutively.

5. **The signature.**—The body of the letter will be followed by the signature of the writer. If the rank and the regiment, corps or department of the writer have already appeared at the beginning in the

brief, they do not need to appear after the name, but if they do not appear in the brief, they will follow immediately under his name. All correspondence of the War Department with the Army, or vice versa, will bear not only the signature of the officer writing the communication, but will also show the name of the signer in typewriting above the rank and designation of the officer and immediately below the written signature of the officer signing the communication.

6. Example.—

Company "D," 302nd Infantry,
Camp Devens, Mass., Oct. 5, 1918.

From: C. O., Company "D," 302nd Infantry, Camp Devens, Mass.

To: The Commanding Officer, 302nd Infantry, Camp Devens, Mass.

Subject: Rifles.

1. All members of this command are now supplied with the new model 1917 "Enfield Rifle."

(SIGNED) Charles G. Bowker
CHARLES G. BOWKER
Captain, Inf., U. S. A.

7. Ceremonial forms.—All ceremonial forms at the beginning and at the end of letters, such as "Sir, I have the honor," "I would respectfully," "Very Respectfully," etc., will be omitted from official communications.

8. Use of one side of paper.—Only one side of the paper will be used and the rule given in the 2nd paragraph regarding the margin will be complied with.

9. Office marks.—The stamps bearing the office numbers will be placed on the back of the lower fold of the first sheet. The "received" and "received back" stamps will be placed immediately below the body of the letter, and in the case of indorsements, immediately after the proper indorsement. When a communication of two or more sheets is filed, the back of the lower fold will be on the outside, thus exposing to view the office number.

10. Folding.—Letter paper will be folded in three equal folds, and foolscap in four, parallel with the writing; the top fold will be folded toward the back of the letter and the lower fold over the face of the letter. In three-fold letters both the brief and the office mark will be on the outside. In three-fold letters of more than one sheet the two lower folds, other than the first, will be placed between the first and second folds of the first sheet, thus exposing to view both the brief and the office mark. In four-fold letters, whether of one or more sheets, the brief will be exposed to view by covering the office mark fold, or the office mark be exposed by covering the brief, according as it is desired to keep either the one or the other exposed to view for the purpose in hand.

11. Inclosures.—All inclosures will be numbered and will be given the proper office marks. Inclosures to the original communication will be noted on the face of the letter to the left of the signature. If others

are added when an indorsement is made, their number will be noted at the foot of the indorsement to which they pertain and also on the back of the lower fold of the first sheet of the original communication. To the latter notation will be added the number of the indorsement to which they belong, thus: "1 Incl.—5th Ind." Inclosures to indorsement are numbered in the same series as those to the original paper and the number of the indorsement to which they belong is added below. If few in number and not bulky, inclosures may be kept inside the original paper; otherwise they will be folded together in a wrapper marked "Inclosures." Officers through whose hands official papers pass will make the inclosures secure when they are not so. The entry of serial numbers on inclosures, and of notations on papers to show the presence of inclosures to an original communication or to show inclosures added to or withdrawn from a case when indorsements are written (as illustrated by the correspondence model distributed by The Adjutant General of the Army), will be made in the office in which the inclosures concerned originate, or are added, or withdrawn. The total number of inclosures accompanying a paper will be noted at the foot of each indorsement thereon.

INDORSEMENTS

12. Forms.—The writing width of indorsements will be the same as that of the letter. The first indorsement will begin about one-half inch below the rank after the signature of the writer of the letter, and succeeding indorsements will follow one another serially, with a space of about one-half inch between indorsements.

The serial number of the indorsement, the place, the date, and to whom written, will be written as shown in the example.

When typewritten, indorsements will be written single spaced, with a double space between paragraphs. The paragraphs will be numbered consecutively.

Do not make a separate numbered paragraph for each sentence, statement or indentation. Follow the rule that "a paragraph is used to make a transition in thought."

Do not put the indorsement on a separate sheet unless there is no room on the preceding sheet. Use so much of the space below the signature on letter or preceding indorsement as is available, and if that is not enough use additional sheet.

13. Additional sheets.—Should one or more additional sheets be necessary for indorsements, sheets of the same size as the letter will be used.

14. Ceremonial forms.—In referring, transmitting, forwarding, and returning papers, the expressions "Respectfully referred," "Respectfully transmitted," "Respectfully forwarded," will be omitted.

15. Routine indorsements.—Indorsements of a routine nature, referring, transmitting, forwarding, and returning papers, will not be signed with the full name. For example:

1st Ind.

Hq. 302nd Inf., Camp Devens, Mass., Oct. 1, 1918—To C. O., Co. "D," 302nd Inf.

To note and return. H. A. E.

2nd Ind.

Co. "D," 302nd Inf., Camp Devens, Mass., Oct. 2, 1918—To The Commanding Officer.

Returned. Contents noted. C. G. B.

16. Nothing in this order shall be construed as prohibiting the practice that obtains at present at department and other headquarters, of referring, transmitting, forwarding, and returning papers to the various staff officers thereat, without signature or initials.

17. **Numbering of pages.**—The pages, beginning with the first, will be numbered midway, about one-half inch from the bottom. In referring to an indorsement by number, the number of the page also will be given. Thus, "5th Ind., Page 3."

18. **Carbon copies.**—All letters and indorsements that are typewritten, excepting letters of transmittal, reports of taking leaves of absence, periodical reports, and other communications of a similar nature, will be made with two carbon copies. One copy will be retained for the records of the office in which the letter was written and the other will be forwarded with communication for the files of the first office in which a complete copy of the communication is required for the records; but such forwarded copy will not be regarded as an inclosure within the meaning of paragraph 11 of this book. The carbon copy retained for the office record will be initialed by the person responsible for the letter, and such person is charged with the duty of seeing that the name of the official who signs the letter and changes made before signature are inserted in the carbon. When a complete copy of a communication is not required for the records of intermediate office the carbon copy will be forwarded to the next office. In offices authorized to use the record card system the carbon copies will be made on sheets of perforated paper, furnished by the Quartermaster Department, with perforated sections the same width as the standard file card. The sheets will be torn along the perforations and the sections attached to the record file cards. In other offices the carbon copies will be made on ordinary paper and the retained copy filed in the document file. The provisions of this paragraph apply only to communications addressed to individuals and officers within the military service.

19. **Press copies.**—Press copies will not be used except by written authority of the Secretary of War.

20. **Printed and multigraph forms.**—Nothing in this order is intended to prohibit the use of multigraph forms of letters and indorsements now using such forms, providing the forms conform to the general principles of this order. The back of the first sheet of such form, except the fold containing office marks, may be used for indorsements.

21. **Channels of communications.**—All classes of official communications heretofore addressed to adjutants or to adjutants-general other than to The Adjutant General of the Army will in the future be addressed to the Commanding Officer concerned.

22. Example.—The following example will be used as a guide in carrying out the instructions contained in this order:

Fort Riley, Kansas,
October 27th, 1918.

From: The Ordnance Officer.

To: The Commanding Officer, 7th Cavalry.

Subject: New system of issuing ordnance stores.

1. In compliance with instructions from The Adjutant General's Office, dated November 27, 1917, regarding the testing of a new system of isuing ordnance stores, the following report concerning the working of this system is submitted:

2. As far as I have been able to observe, the new system has no disadvantages. Its advantages are:

* * * * * *

(SIGNED) Arthur Brown
ARTHUR BROWN
1st Lieut., 7th Cav.

1st Ind.

Hq., 7th Cav., Fort Riley, Kansas, Oct. 29, 1918—To the C. O., Fort Riley, Kansas.

1. I concur in the conclusions of the Ordnance Officer.

(SIGNED) William Payne
WILLIAM PAYNE
Major, 7th Cav., Comdg.

2nd Ind.

Hq., Fort Riley, Kansas, Nov. 1, 1918—To Comdg. General, Dept. of the Mo. Approved.

(SIGNED) Harry Hodges
HARRY HODGES
Brig. Gen. Comdg.

(STAMP) To Chief Ordnance Officer.

3rd Ind.

Hq., Dept. of the Mo., Nov. 2, 1918—To The Adjt. Gen., U. S. A. Approved.

(SIGNED) Henry P. Briggs
HENRY P. BRIGGS
Brig. Gen. Comdg.

4th Ind.

A. G. O., Nov. 5, 1918—To the C. of O.

36949—204. 5th Ind. Ghs—Bam

Office of the C. of O., Nov. 9, 1918—To Comdg. Officer, Rock Island Arsenal.

1. For remark with reference to paragraph 2 of the within letter. By order of the Chief of Ordnance.

(SIGNED) Norton McKeon
NORTON McKEON
Capt., Ord. Dept.

159-181
36949—204. 6th Ind. Hf—L

Rock Island Arsenal, Ill., Nov. 14, 1918—To The Chief of Ordnance.

1. It is the practice at this arsenal to make shipment of all articles.

* * * * * *

2. The final shipment in this particular case was delayed by the failure, etc.

* * * * * *

(SIGNED) Charles S. Ashley
CHARLES S. ASHLEY
Lt. Col., Ord. Dept., Comdg.

(STAMP) Rec'd back, O. C. of O., Nov. 16, 1918.

36949—204. 7th Ind. JMy

Office of The C. of O., Nov. 17, 1918—To The Adjt. Gen., U. S. A.

1. Returned in connection with O. O. file 36949—198 (AGO. 1527570).

(SIGNED) James H. Kay
JAMES H. KAY
Lt. Col., Ord. Dept., Acting C. of O.

(STAMP) Rec'd back, A. G. O., Nov. 18, 1918.

1527570. 8th Ind.

War Department, A. G. O., Nov. 18, 1918—To Comdg. Gen., Dept. of the Lakes; Comdg. Gen., Dept. of Dakota; Comdg. Gen., Dept. of the Mo.; etc. * * * *

1. Returned in connection with papers referred to in preceding indorsements hereon. The early return of all papers is desired. By order of the Secretary of War.

(SIGNED) George C. Davis
GEORGE C. DAVIS
Adjutant General.

9th Ind.

Hq., Dept. of the Lakes, Nov. 22, 1918—To Comdg. Gen., Dept. of Dakota.

Noted.

(SIGNED) Charles A. Sullivan
CHARLES A. SULLIVAN
Brig. Gen. Comdg.

(Stamped Indorsement)

10th Ind.

A. G. O. D. D.
Nov. 25, 1918.

To The Chief Ordnance Officer.

2039

Company "B," 40th Infantry,
Fort William H. Seward, Alaska, July 19, 1912.

From: The Commanding Officer, Co. B, 40th Inf.

To: The Adjutant General of the Army.
(Through military channels.)

Subject: Philippine campaign badge, Corporal John Doe.

1. Inclosed are lists in duplicate of enlisted men of Company B, 40th Infantry, entitled to the Philippine campaign badge.

(SIGNED) John A Brown
JOHN A. BROWN
Capt., 40th Inf.

2 Incls.

824

1st Ind.

Hq. Ft. William H. Seward, Alaska, July 19, 1912—To the Comdg. Gen., Dept. of the Columbia.

(SIGNED) S. F. T.
S. F. T.
Col., 40th Inf., Comdg.

2 Incls.

(Stamp) Rec'd Dept., Columbia, July 27, 1912.

2nd Ind.

Hq. Dept. Columbia, Vancouver Bks., Wash., July 28, 1912—To The Comdg. Gen., Western Division.

(SIGNED) A. F. R.
A. F. R.
Brig. Gen., Comdg.

2 Incls.

(Stamp) Rec'd Western Div., July 30, 1912.

8043 3rd Ind.

Hq. Western Division, San Francisco, Cal., July 31, 1912—To The Adjt. Gen. of the Army, Washington, D. C.

(SIGNED) Arthur E. Green
ARTHUR E. GREEN
Col., Gen. Staff, in absence of the Division Comamnder.

2 Incls.

(Stamp) Rec'd A. G. O., Aug. 5, 1912.

1942286 4th Ind.

War Dept., A. G. O., Aug. 8, 1912—To the C. O., Co. I, 50th Inf., through the Comdg. Gen., Philippines Division.

1. Information is requested as to whether the records of the company show that Corporal Doe served in the field against hostile natives on the Island of Panay during July, 1907.

2. The early return of these papers is desired.

By order of the Secretary of War:

(SIGNED) Thomas H. Smith
THOMAS H. SMITH
Adjt. Gen.

2 Incls.

(Stamp) Rec'd Phil. Div., Sept. 14, 1912.

79935 5th Ind.

Hq. Philippines Division, Manila, P. I., Sept. 15, 1912—To the C. O., Co. I, 50th Inf., through the Comdg. Gen., Dept. of Mindanao.

2 Incls.

(Stamp) Rec'd Dept. Mind., Sept. 24, 1912

3467 6th Ind.

Hq. Dept. of Mindanao, Zamboanga, P. I., Sept. 25, 1912—To the C. O., Co. I, 50th Inf., Camp Keithley, Mind., P. I., through the Post Commander.

2 Incls.

To the C. O., Co. I, 50th Inf.

(Stamp) Rec'd Co. I, 50th Inf., Sept. 26, 1912.

7th Ind.

Co. I, 50th Inf., Camp Keithley, Mind., P. I., Oct. 4, 1912.—To the Comdg. Gen., Dept. of Mindanao, through the C. O., Camp Keithley, P. I.

1. Inclosed are extracts from the post orders and morning report of this company, which contain all that there is of record regarding the service of Corporal Doe referred to herein. Inclosed also is affidavit of Corporal Jones as to Corporal Doe's service.

2. It is believed that the records of the headquarters, Department of Mindanao, may contain the information desired.

(3 Incls. added.) (SIGNED) Edward French
EDWARD FRENCH
5 Incls. Capt., 50th Inf., Comdg.

8th Ind.

Hq. Camp Keithley, Mind., P. I., Oct. 5, 1912—To the Comdg. Gen., Dept. of Mind.

(SIGNED) A. C. D.
A. C. D.
5 Incls. Maj., 50th Inf., Comdg.
(Stamp) Rec'd back, Dept. Mind., Oct. 6, 1912.

3467 9th Ind.

Hq. Dept. of Mindanao, Zamboanga, P. I., Oct. 12, 1912—To the Comdg. Gen., Philippines Division.

1. There is nothing on file at these headquarters bearing on the service of Corporal Doe referred to herein.

(SIGNED) William Jones
WILLIAM JONES
5 Incls. Brig. Gen., Comdg.
(Stamp) Rec'd back, Phil. Div., Oct. 23, 1912.

79935 10th Ind.

Hq. Philippines Division, Manila, P. I., Oct. 24, 1912—To the Comdg. Gen., Dept. of Mindanao, with directions to withdraw the affidavit of Corporal Jones, it being proposed to inclose an affidavit from Sergeant Blank, who is on duty at these headquarters and who is prepared to furnish a more complete affidavit than that furnished by Corporal Jones. By command of Major General White.

(SIGNED) Andrew Brown
ANDREW BROWN
5 Incls. Adjt. Gen.
(Stamp) Rec'd back, Dept. Mind., Nov 3, 1912.

3467 11th Ind.

Hq. Dept. of Mindanao, Zamboanga, P. I., Nov. 4, 1912—To the Comdg. Gen., Philippines Division, the foregoing directions having been complied with.

(SIGNED) William Jones

(Incl. 5 withdrawn.) WILLIAM JONES

4 Incls. Brig. Gen., Comdg.

(Stamp) Rec'd back, Phil. Div., Nov. 15, 1912.

79935 12th Ind.

Hq. Philippines Division, Manila, P. I., Nov. 16, 1912—To The Adjutant General of the Army, inviting attention to the preceding indorsements and to the accompanying inclosures.

(SIGNED) James O. White

(1 Incl. added.) JAMES O. WHITE

5 Incls. Maj. Gen., Comdg.

(Stamp) Rec'd back, A. G. O., Dec. 23, 1912.

Extract from Post Orders. Hq. Post of Dulog,
Panay, P. I., Sept. 1, 1907.

* * * * * *

2. Company I, 50th Infantry, will march at daybreak to-morrow morning to Panalid. Full field equipment and rations for ten days will be taken.

* * * * * *

By order.....etc.

Affidavit of Sergeant Blank showing that Corporal J. Doe served with him in engagements against hostile natives on the Island of Panay, P. I., in 1907.

LIST OF ENLISTED MEN OF COMPANY B, 40th INFANTRY, ENTITLED TO PHILIPPINE CAMPAIGN BADGE.

Name	Present rank	When badge was earned.		
		Rank	Organization	Served in P. I. between
John Doe...	Corp.....	Pvt..	I, 50th Inf.....	Isld. of Panay, 1907

I certify that the above-named enlisted man of this organization is entitled to the Philippine campaign badge for service as indicated.

John A. Brown,
Capt., 40th Inf.,
Comdg. Co. B.

LIST OF ENLISTED MEN OF COMPANY B, 40th INFANTRY, ENTITLED TO PHILIPPINE CAMPAIGN BADGE.

Name	Present rank	When badge was earned.		
		Rank	Organization	Served in P. I. between
John Doe...	Corp.....	Pvt..	I, 50th Inf.....	Isld. of Panay, 1907

I certify that the above-named enlisted man of this organization is entitled to the Philippine campaign badge for service as indicated.

John A. Brown,
Capt., 40th Inf.,
Comdg. Co. B.

23. **Transmitted, referred.**—When a communication passes through the office to an officer within the command, it is "transmitted" if it is not required to be returned; "referred" if it requires a reply; and "returned" when it goes back to the writer either for further remark or file. Such communications are signed by the adjutant. Communications that are to go to higher authority are habitually "forwarded" or "returned"; the commanding officer signs these.

24. **Letters of transmittal.**—Letters of transmittal will be used only when necessary, or upon order of higher authority, and when used must refer only to the matter transmitted. None are required with rolls, reports, requisitions or periodical reports.

25. **Post office address in letters.**—The post office address of an officer's station will always be given in his official letters. Indefinite expressions of locality, which do not indicate where the letter was written, will never be used.

26. **Facsimile signatures.**—Official communications will be signed or authenticated with the pen and never by facsimiles, and if the communication is written by order, it will be stated by whose order. Signatures must be plainly and legibly written.

27. **Designation of titles in letters.**—An officer will not be designated in orders nor addressed in official communications by any other title than that of his actual rank.

28. **Military channels.**—Except as otherwise specially authorized or required by Army Regulations, all official communications from officers and enlisted men of the army to higher authorities will always pass through military channels. Communications whether from a subordinate to a superior or vice versa will pass through the intermediate commanders. This rule will not be interpreted as including matters in relation to which intermediate commanders can have no knowledge and over which they are not expected to exercise control.

29. **Indorsements by intermediate commanders.**—Officers who forward communications will endorse thereon their recommendation for approval or disapproval, with remarks. No communication will ever be forwarded to the War Department without some expression of opinion or recommendation.

30. **Courtesy in letters.**—In official correspondence between officers, or between officers and officials of other branches of the service, especially in matters involving matters of jurisdiction, conflict of authority, or dispute, officers of the Army must keep their correspondence free from any expressions partaking of a personal nature that may be calculated to give offense, and must keep their correspondence courteous in tone at all times.

ORDERS

31. **Routine orders.**—Routine orders are numbered in separate series, each beginning with the calendar year or at the time of establishing the headquarters.

32. **General orders.**—General orders publish to the whole command matters of importance which are of permanent interest or are to be constantly observed, such as hours for calls and duties, police regulations and prohibitions, laws and regulations for the army.

33. Special orders.—Special orders are such as concern individuals or relate to matters that need not be made known to the whole command.

34. Authority for orders.—General and special orders must be read and approved before issue by the officer whose orders they are. The authority must always be stated, such as: "BY ORDER OF COLONEL EATON; A. M. Burdette, Major, Infantry, Adjutant."

CORRESPONDENCE BOOK

35.—Record of correspondence to be kept.—A brief of each item of correspondence for which a record is necessary, with a notation of the action taken thereon, will be entered with ink or indelible pencil in the correspondence book. Each item will be numbered from one forward, continuously and without break for any new year. No communication exhibiting the notation of a previous entry should again be entered in the correspondence book, unless for special reasons it should become necessary or desirable to transfer a remote entry to one of current date, or unless additional space should be required to continue the record. A space of at least three lines will be left below each original entry for use in continuing the record.

36. Indexing of Items.—Each item will be indexed under its subject, and when necessary under the name of the writer of the communication and the names of the persons mentioned therein.

37. Numbering of entries.—The index entries will bear numbers corresponding to those of the items where many communications are received from the same official, the name of the writer need not be indexed if it be found that the index of the subject of such communication answers all practical purposes.

38. Document file.—The correspondence book will be supplemented by a document file. The papers of that file will be numbered to correspond with the numbers of the items and of the index entries and will be filed according to their serial numbers. The file will contain the original documents or communications, when these are retained, and carbon, letter-press or other legible copies of all letters, indorsements or telegrams sent with regard to the same. The file will also contain similar copies of all letters, indorsements or telegrams originating in the administrative unit or office. When more than one item pertaining to the same item is placed on the file, the papers will be placed in an envelope, if practicable, and the number of the item will be noted thereon. Papers differently numbered, but on a related matter, may also be kept together if desired, but if so kept, a reference slip must be inserted to account for the paper absent from its serial number.

39. Notations to be made.—No record will be made beyond the mere notation of the fact of origin, or receipt and disposition in respect to the following:

(a) All papers not pertaining to the business of the office at which received; such papers should be transmitted forthwith to the proper place for action.

(b) Accounts current; vouchers; returns of personnel and of stores and of other property; inventory and inspection reports; requisitions; pay rolls.

(c) Mere letters of transmittal; such letters when received will be destroyed immediately.

(d) Requests for and acknowledgment of receipt of publications and blanks.

(e) All other communications that have no permanent value and that are finally disposed of by the answers thereto.

40. Example of entry.—The serial numbers in the document file will consequently not be complete, but whenever a paper is filed therein the abbreviation "Doc." will be placed after the proper entry in the correspondence book in order to indicate that the paper itself, as well as any record pertaining to it, will be found in the document file.

Sample entries for the correspondence book:

237. Hq. 302nd Inf. Camp Devens, Mass., Aug. 30/18.
To AGA: Re:—Report of disch and S/R of Sgt Brown, James S., 4762999 2 letters. Copies.

260. Hq. 302nd Inf., Camp Devens, Mass., Oct. 5/18.
To C. O. Fort Jay, N. Y. Re:—Trans. of five men fr Ft. Jay, N. Y. "Doc."

II. ATTENDANCE REPORTS

MORNING REPORTS

References: Special Regulations, 57-a.

41. "Every officer and enlisted man of the Army on the active list, and every retired officer and enlisted man on active duty, except individual officers detached and serving alone, will be accounted for daily on a morning report."

42. There are four different kinds of morning reports:—i. e., Company Morning report (Form No. 332, A. G. O.); Headquarters Company Morning report (Form No. 333 A. G. O.); Headquarters Morning report (Form No. 334, A. G. O.); Consolidated Morning report (Form No. 336, A. G. O.).

43. Company Morning Reports are prepared by: Companies, troops and batteries of all arms, corps and departments, machine gun and supply companies and troops.

44. Company Morning Reports are submitted to the commanding officer of the regiment, separate or detached battalion or similar unit, or in case of separate or detached companies and detachments to the commanding officer of the next higher administrative unit, or of the post, camp or other station.

45. The Morning Report day is from midnight to midnight. It must show by tabulation the condition of the company, etc., at the end of the day covered by the report, and by appropriate remarks explain all changes in duties and status of the officers and enlisted men that have occurred during the day.

46. Attached.—When officers and enlisted men are attached to the company, the following rules must be observed. Attached officers and enlisted men that belong to other companies or detachments of the same regiment, separate battalion or similar unit must be shown in red ink in the columns for "Attached" and "Attached for Duty." All other attached officers and enlisted men must be shown in black figures. Enlisted men shown in the column "Attached for Rations" will be accounted for on some other morning report of the regiment so they will only appear in this one column.

47. Remarks.—Under "Remarks" (this page is devoted exclusively to remarks), must be carried all changes in duty and status of officers and enlisted men. There is no exception to this rule. If an entry refers to a change that occurred on some previous date, the actual date must be stated. If it occurred during the day for which the morning report is being made out, the date will not be inserted, as a remark without any date attached to it indicates that the change occurred that day. Do not mention the hour of the change unless it be for the purpose of determining the additions and deductions of rations. The same abbreviations that are used in the preparation of pay rolls may be used in the morning report, with following recent additions prescribed in Special Regulations, 57-a.

The following additional abbreviations will be used for morning reports, reports of changes, and monthly rosters:

Branches of the Service:
- Aviation Section, Signal Corps.....AS SC
- National Army.....NA
- National Guard.....NG
- Regular Army.....RA

Departments, etc.:
- Northeastern Department.....NE Dept.
- Panama Canal Department.....PC Dept.
- Southeastern Department.....SE Dept.

Grades, etc.:
- Company—
  - Bugler .....Bglr
- Battalion, squadron, and regimental—
  - Band corporal .....Band Corp
  - Band sergeant .....Band sgt
  - Musician, first class .....Mus 1cl
  - Musician, second class .....Mus 2cl
  - Musician, third class .....Mus 3cl
  - Sergeant bugler .....Sgt Bglr
- Miscellaneous—
  - Chauffeur .....Chr
  - Radio sergeant .....Rad Sgt

Miscellaneous:
- Ambulance .....Amb
- American Expeditionary Forces.....AEF
- Ammunition .....Am
- Army Regulations .....AR
- Assigned .....Assgd
- Base hospital .....BH
- Character .....Char Ex, Char VG, Char G
- Command .....Comd
- Confined .....Conf
- Confinement .....Confmt
- Dishonorably discharged .....Dishon disch
- Enlisted men.....EM
- Forfeit .....Forf
- Fraudulent .....Fraud
- Furlough .....Fur
- General hospital .....GH
- Honorably discharged .....Hon disch
- Leave of absence.....Lv
- Personnel officer .....Pl O
- Ponton .....Pon
- Radio .....Rad
- Reserve .....Res
- Sanitary .....Sn
- Sentenced .....Sentd
- Telegraph .....Tel
- Temporary .....Temp
- Train .....Tn
- Transferred .....Transfd

Sentences of courts-martial:

"—— days pay detained SC."
"2/3 pay per mo for 2 mos detained SC."
"Forf —— days pay SC."
"Forf 2/3 pay per mo for 2 mos Sp CM."
"Hard labor —— days (mos) SC."
"Conf —— days (mos) SC."
"Conf —— days (mos or yrs) GCMO 29 31st Div."
"Conf —— mos and forf 2/3 (or other fraction) pay per mo for like period GCMO 15 4th Div."
"Dishon disch and forf all pay and allowances GCMO 14 15th Div."
"Dishon disch, forf all pay and allowances and conf —— days (mos or yrs) GCMO 24 E Dept."
"Rd to ranks Sp CM."

48. Name, surname.—When entries are made under "Remarks," only the surname of the officer or enlisted man will appear unless there are two or more officers or enlisted men with the same surname in the company, in which case the initials of the man will be added. If there should be two or more enlisted men with the same name and initials in the company, the Army Serial Number will be used instead of his initials. When the same remark is to be used regarding two or more individuals of the same grade, their names will be grouped together and their grade as well as the remark will appear only once: (Pvts Donovan, Gallagher and Feeney Awol to arrest). When officers or enlisted men are attached for rations only, there is no need of mentioning any names. (7 Pvts attached for rations, 10.00 p. m.)

49. No change.—When no change occurs in the status of the company, both as to enlisted men and officers during the twenty-four hours covered by the report, the notation, "No Change" will be made under remarks and initialed by the company commander.

50. Changes of grade, transfers, and changes in command.—All changes of grade that affect the status of the soldier with the company are to be carried in the column for remarks. The organization or station from which or that to which transferred should be noted, with statement showing whether or not the officer or enlisted man has joined his new command and if not, his status. All changes in the command of an organization will be shown under the column, "REMARKS."

51. Leaves and furloughs.—When an officer goes on a leave of absence, or an enlisted man goes on a furlough, that fact must be shown under "Remarks." The length of the leave will be stated when the departure is reported, for instance:—i. e., "Duty to lv 10 days." "SD to fur 7 days." "Lv to duty." "Leave" is used to designate officers and "furlough" for enlisted men.

52. Absent without leave (Awol).—When an officer or enlisted man goes absent without leave, the actual time of departure should be stated. It oftentimes will be handy if the soldier is tried for his act, and if the actual time of leaving and returning appears in the report, it is admissable in Courts-Martial.

53. Detached service.—If a man goes on detached service for over twenty-four hours (1 day) same must be shown on the morning report. (Duty to DS at Camp Lee, Va.)

54. Arrest and confinement.—All cases of confinement must be shown on the morning report. If the arrest or confinement takes place at some other camp, the name of the other camp will be stated in the remarks. If a soldier is held in confinement by the civil authorities, the remark must show the nature of the offense, whether he has been held for trial, when tried and whether acquitted or convicted.

55. Sickness.—Cases of sickness, result of an injury or of a wound, a brief statement regarding the wound or injury and whether or not it was contracted in line of duty should be stated in the remarks: i. e., Duty to hosp injured during bayonet training, LD. Duty to hosp wounded in action, LD. (LD is the abbreviation for line of duty.)

56. Resigned, discharged, dismissed.—When an officer resigns, is discharged or dismissed from the service and when an enlisted man is discharged, that fact must be shown on the morning report. (Lt. Donovan resigned. Lt. Donovan disch. Lt. Donovan dismissed.) The word "discharge" will be used to cover any class of discharge.

57. Death, retirement, desertion.—All cases of death, retirement and desertion must be shown on the morning report. When a man returns from desertion, this fact must also be shown. It will be usually to confinement, so the remark would be "Desertion to conf."

58. Rations.—Particular attention must be given to the addition and deduction of rations. The company commander is responsible that these be made every day. Just beyond the "Remark" column are the two columns in which additions and deductions will be made. One is headed "Minus" and the other "Plus." Rations due the company will be entered in the plus column and rations due the government will be entered in the minus column. At the end of the ration period, when ration returns are made out, the columns are added and the lesser subtracted from the greater and the result if it be plus will be added to the ration total and if it be minus will be subtracted from the ration total on the ration return.

A ration is the allowance for three meals, breakfast, dinner and supper. A fraction of one-third (one meal) is disregarded and two-thirds is counted as a whole ration. Unless stated otherwise in the remarks it is assumed that the change in status of the soldier occurred after breakfast and before noon mess. A soldier sick in the hospital is attached to the hospital for rations, but one sick in quarters is rationed with his own company.

Following figures are based on what is known as the one month ration period. In cases where the ration period is ten days, deductions and additions will be made accordingly, always adding or deducting for every day left in the ration period.

When a soldier joins after the first of the month, the company is entitled to one ration per day for each remaining day of the month plus one for the day on which he joins, if he joins before dinner; and that entry should be made in the plus column. When a soldier leaves the company, one ration per day is deducted for each remaining day

of the month, plus one for the day on which he leaves, if he leaves before dinner; and that entry should be made in the minus column. Thus:—

If a soldier leaves after dinner on July 13th, the entry in the minus column should be 18; if he leaves July 10th, before dinner, the entry in the minus column should be 22.

If three men join on the 9th of June, before dinner, the company is entitled to 21⅔ rations for each man, which, multiplied by three, makes 65, and this entry goes in the plus column. If five men leave on the tenth of June after dinner, the company loses and 20⅓ rations must be deducted for each man. Multiplying 20⅓ by five gives 101⅔ and the entry in the minus column will be 102, as two-thirds is greater than one-half and is figured as one whole ration.

59. Station and record of events.—The station or location of the company will be stated on the left of the page devoted to station and record of events, and immediately following the day of the month. If no change occurs during the ten-day period the name of the station need only be stated once. If on a march the bivouac at night is considered the station for this report. Under this heading is placed all actions in which the company takes part and the names of the officers and enlisted men killed, wounded or captured by the enemy, showing the dates and places.

60. Signing of report.—The company commander will write his initials on the line with and following the last remark, except the Headquarters report which will be initialed by the Personnel Adjutant.

The morning report is the most important part of paper work that will have to be taken care of in the company orderly room. It is a great deal more so to-day than ever before, because since the pay rolls are being prepared under the direction of the Personnel Adjutant at Headquarters, the morning report becomes what might really be called the pay card of the whole company as most of the notations that go on the pay cards are taken from it, since the muster roll was abolished.

61. Don'ts for morning report:—

Don't erase. If necessary draw a line through an erroneous entry and initial same.

Don't use D for duty. There is no authorized abbreviation for "duty."

Don't drop rations for a man sick in quarters.

Don't use any but authorized abbreviations.

Don't initial a morning report unless every entry has been checked.

Don't fail to state whether or not a man has joined in case of a transfer to the organization.

Don't make note of special duty that is performed in addition to regular and usual duties.

Don't confuse arrest and confinement. "Arrest" is a term used when a man is only restricted to quarters and "confinement" is a term used when a man is actually confined under guard.

Don't confuse leave and furlough. Leave of absence refers to officers and furlough refers to enlisted men.

Don't fail to use red ink for all remarks that pertain to red ink figures.

Don't confuse Detached Service and Special Duty. Special Duty is duty within the post or camp and Detached Service is outside of the post or camp. The Service Record is sent with a man when on Detached Service, but does not follow him when on Special Duty.

62. Model remarks for morning reports.—

CHANGE OF GRADE

(1) "Corp Smith aptd sgt."
(2) "Sgt Coady aptd mess sgt."
(3) "Corp Jones rd to pvt."

ASSIGNMENT

(1) "Assgd to and joined Co."
(2) "Assgd to Co. DS en route to join."

TRANSFER

(1) "Transfd fr Co B. Joined."
(2) "Transfd to 19th MG Bn. Attached for duty."
(3) "Transfd fr 56th Depot Brig. DS en route to join."

CHANGES IN COMMAND

(1) "Capt Smith assgd to, joined and assumed comd. Lt Jones reld comd."
(2) "Capt Smith duty to hosp. Lt Jones assumed comd."
(3) "Lt Jones reld comd. Duty to SD. Lt Williams assumed comd."
(4) "Maj Warner joined and assumed comd. Capt Smith reld comd."
(5) "Maj Warner duty to hosp. Capt Smith assumed comd."
(6) "Maj Warner hosp to duty. Capt Smith reld comd."

EXTRA AND SPECIAL DUTY

(1) "Duty to SD."
(2) "SD to duty."

SICKNESS

(1) "Duty to sick in qrs."
(2) "Duty to hosp 3 a. m."
(3) "Hosp to duty."
(4) "Hosp to sick in qrs."
(5) "Duty to hosp. Injured during bayonet training. LD."
(6) "Duty to hosp. Wounded in action. LD."
(7) "Hosp to en route to Walter Reed GH."
(8) "Duty to absent sick Ft Jay, N Y."
(9) "Absent sick Ft Jay, N Y, to duty."

ARREST AND CONFINEMENT

(1) "Duty to arrest."
(2) "Arrest to hosp."
(3) "Awol to conf."
(4) "Conf to en route to conf at Ft Pine Hill Pa."
(5) "Conf to duty."
(6) "Conf at Ft Live Oak Pa."
(7) "Duty to absent in hands CAuth, Baltimore, Md. Held for trial on charge of larceny."
(8) "Absent in hands CAuth Baltimore, Md, to duty. Released without trial."

DETACHED SERVICE

(1) "Duty to DS at Ft Lytle Pa."
(2) "DS at Ft Lytle Pa, to duty."

ABSENT WITH LEAVE

(1) "Duty to lv 10 days."
(2) "SD to fur 7 days."
(3) "Lv to duty."
(4) "Fur to duty."

ABSENT WITHOUT LEAVE

(1) "Duty to Awol."
(2) "Awol to arrest."

MISSING IN ACTION

(1) "1 sgt, 2 corps, and 3 pvts missing in action."
(2) "4 pvts captured by enemy."

ATTACHMENT

(1) "Lt Jones attached for duty."
(2) "Lt Jones, attached, reld fr duty with Co."
(3) "Transfd to 15th MG Bn. Attached for duty."
(4) "3 EM attached for rations 3 p. m."
(5) "3 EM, attached for rations, left Co 10 a. m."

DISCHARGE AND FURLOUGH TO RESERVE OF ENLISTED MEN

(1) "Duty to disch."
(2) "SD to fur res."

DEATH, RETIREMENT, AND DESERTION

(1) "Corp Crook, hosp, died."
(2) "1st Sgt Marks, DS, retired."
(3) "Pvt lcl Mime, A. F., Awol to desertion."

RETURN OF DESERTER TO MILITARY CONTROL

"Desertion to conf."

63.

MORNING REPORTS

OF

COMPANY "D" 302ND INFANTRY
(Company or detachment.) (Regiment, corps, or department.)

FOR THE MONTH OF

OCTOBER, 191 8

INSTRUCTIONS.

1. This form, which will be known as *company morning report*, will be used by companies, troops, and batteries of all arms, corps, and departments, by machine-gun companies and troops, and by supply companies and troops. It will also be used by all detachments except headquarters detachments of regiments and mounted battalions of Engineers and detachments of enlisted specialists of the Coast Artillery Corps.

2. The remarks will conform strictly to the model as given on pages 2 and 3. The abbreviations authorized for the pay roll will be used in the remarks on morning reports.

3. The company or detachment commander will attach his initials on the line with and following the last entry of the day under remarks. Care will be taken to make each letter of the initials legible.

4. The station of the company or detachment will be entered on the left of the page devoted to Station and Record of Events and immediately following the day of the month. If there is no change during a ten-day period, the name of the station will be entered only once. On the march the camp or bivouac at the beginning of the day will be regarded as the station of the company or detachment for that day.

5. Actions in which the organization, or any portion of it, has been engaged, scouts, marches, maneuvers, changes of station, and everything of interest relating to the discipline, efficiency, or service of the organization, will be minutely and carefully noted, with dates, places, distances marched, etc., under Record of Events.

6. The name and rank of officers and soldiers killed, missing, or wounded in action, with dates and places, will be accurately noted under Record of Events.

7. Additional sheets will be attached for remarks and for station and record of events, if the space allotted therefor proves insufficient.

Form No. 332, A. G. O. 3—1440
Ed. Nov. 30-17—500,000.

64.

Day of month.	OFFICERS. For Duty. Capitains.	First Lieutenants.	Second Lieutenants.	On special duty.	Sick.	Absent.	Attached to company.	ENLISTED MEN. For Duty. O. M. Sergeants, sr. gt., and q. M. Sergeants.	Master Hosp. Sergeants and Hosp. Sergeants.	Master Sig. Electricians and Electrician Sergeants.	Supply Sergeants, Regimental.	1st Sergeants and Sergeants, Co. Mess.	Mess Supply (company) and Stable Sergeants.	Sergeants.	Corporals and Lance Corporals.	Cooks.	Buglers.	Horseshoers, Saddlers, and Wagoners.	Chief Mechanics and Mechanics.	Privates, first-class, and Privates.	Recruits.	On extra and special duty.	Sick in hospital.	Sick in quarters.	In arrest.	In confinement.	Total present.	Absent. On detached service.	Sick.	With leave.	Without leave.	In arrest or confinement.	Total absent.	Total present and absent.	Attached. For duty.	For rations.	ANIMALS ON HAND. Horses, Public. Serviceable.	Unserviceable.	Mules. Serviceable.	Unserviceable.
11	1	2	4									1	2	8	10	2	2			88		1	2	2		118		5	2		7	125			Horses, private.				
12	1	2	4									1	2	7	9	2	2			85		1	3	2		114		5	3		8	122							
13	1	2	4									1	2	8	9	2	2			98		1	2	3		128		5	3		8	136							
14	1	2	4									1	2	8	8	2	2			96		1	2	5		127	1	5	3		9	136							
15	1	2	3			1						1	2	8	7	2	2			94		2	2	5	2	127	1	6	2		9	136							
16	1	2	3			1						1	2	8	7	2	2			95		2	2	4	2	127	17	6	2		25	152							
17	1	2	3			1						1	2	8	6	1	2			94		2	3	4	2	125	17	1	6	3	27	152							
18	1	2	3			1						1	2	8	6	1	2			94		2	3	4	2	125	17	1	6	3	27	152							
19	1	2	3			1						1	2	8	6	1	2			94		2	3	4	2	125	17	1	6	3	27	152							
20	1	2	4									1	2	8	6	1	2			94		2	4	4	2	126	17	1	6	2	26	152							

3

3—1449

Day of month.	REMARKS. (See Instructions 2, 3, and 7.)	RATIONS. For Men. Plus.	Minus.	For Animals. Plus.	Minus.
Sep					
11	No change.				
12	Sgt. Brown duty to hosp.Pvts Dean,Black,Jones transfd to Co. L 2 p.m. Corp				
	Green duty to Awol.		92		
13	Pvt White duty to sick in qrs.Sgt Brown hosp to duty. 14 EM assgd to Co				
	joined 2 p.m.	260			
14	Corp. Burr duty to DS at Camp Meade Md.Pvts Connely,Howe duty to sick in qrs.		17		
15	2nd Lt Hill duty to lv 5 days.Corp Gray duty to SD. Pvt Lee duty to arrest				
	Corp Gyeen Awol to arrest.Sgt Baker duty to fur 15 days.Corp Harper aptd				
	sgt. Pvt Meehan aptd corp.	16	16		
16	16 Pvts assgd to Co DS en route to join.Pvt Connely sick in qrs to duty. 3				
	EM transfd fr 155th Depot Brig.Joined 5 p.m.3 EM transfd to 155th Depot				
	Brig. Left Co.	43	44		
17	Corp Hall duty to absent sick Camp Devens Mass.Pvt Cobb duty to Awol. Ck				
	Peters duty to hosp.		41		
18	No change.				
19	No change.				
20	2nd Lt Hill lv to duty.Pvt Cobb Awol to arrest.Pvt Lee arrest to hosp 2 p.m.11		10		

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3—1449

REPORT OF CHANGES

References, Special Regulations 57a, G. O. 42, W. D. 1918.

65. One of the most recent features of Army Paper Work is the report of changes that must be rendered each day on which a change occurs. A report of changes will be made by the Personnel Adjutant at each headquarters to which company and detachment morning reports are submitted or for which headquarters morning reports are prepared. This report will also be prepared by the Commanding Officer of a detached company or detachment serving alone or by some subordinate officer designated by him.

66. Numbering.—The first report submitted in any calendar year will be numbered Report Number 1, and serially thereafter. Reports of officers and those of enlisted men will be numbered in separate series.

67. Carbon copies.—If desired, carbon copies may be made, but the requirements provide that when this is done, the copy that is sent to the Adjutant General of the Army be the original. Whenever possible, the report will be signed with ink, but when pen and ink are not available the signature may be made with indelible pencil.

68. Dating changes.—Whenever an entry is made in a report covering a change in status of an officer or enlisted man which should have been entered on some previous report, the actual date on which the change actually occurred will be shown in the column "Remarks." When the change occurs on the date covered by the report, no date will be shown in the notation.

69. Use of typewriter.—When practicable the report should be prepared on a typewriter and a black record ribbon should be used if possible. If this method is not practicable pen and ink should be used and if the service is such that neither can be used, then the report may be made out with indelible pencil.

70. Abbreviations.—All abbreviations that are authorized for the preparation of morning reports and pay-rolls may be used in the preparation of the Report of Changes.

71. Dots, ditto, brackets and errors.—In the columns "Grade" and "Company and Regiment or arm or corps or department," you may use dots or the word "ditto," but you are not allowed to use them in the column "Remarks." When the names of ten or more men appear in the report and with the same notation in the remark column, arrange them alphabetically in a separate group with a bracket opposite their names. If an error was made in a previous report, make the correct entry on your next report and make this notation in your remark column: "To correct error, Report No.——."

72. Attached sheets.—If fifty or more men arrive or depart from a post on the same day, make a list showing their names, army serial numbers together with the necessary notations and attach this sheet to your report, instead of making the entries on the report proper. In such cases the report of changes must contain the following notation: "See list herewith which forms part of this report."

73. Preparation.—The compilation of reports will be made from

all official records available. Ordinarily, all necessary information in regard to changes can be obtained from the morning reports.

74. Disposition.—Originals will be forwarded to the Adjutant General of the Army and a copy will be retained. In cases where the organization is serving with the American Expeditionary Forces, a copy will be sent to the Commanding General of these Forces. If on duty at divisional camps, cantonments or ports of embarkation a copy will be sent to the commanding officer. For individual officers serving alone or on leave of absence see paragraphs 826 and 827 Army Regulations.

75. Names of officers and enlisted men.—Names of officers, including attached and casual officers, will be entered on reports of changes in alphabetical order without regard to grade, organization, arm, corps, or department. Names of enlisted men will be grouped and entered on reports of changes by company, the names in each company, including attached and casual enlisted men, being arranged in alphabetical order. The first Christian name of each man will be written in full; middle Christian names will be shown by initial only. (S. R. No. 57a, C. No. 1, Aug. 31, 1918.)

76. Grade.—In the column "Grade" will be shown the rank or grade of the officer or enlisted man. When a change in rank or grade is made, the old rank or grade will appear in the "Grade" column and the new rank or grade will appear in the "Remarks" column.

77. Army serial number.—The serial number of the enlisted man whose name appears on the report will always be shown in the column provided for that purpose.

When selected men are rejected at mobilization points and discharged from draft, using form No. 638 AGO, the discharge and subsequent departure of such men will not be reported on reports of changes as all necessary information concerning them is given in the record forwarded to this office.

78. Army serial number missing.—When the army serial number is not known and is not ascertainable from records at hand, or from the soldier's identification tag, the word "Undetermined" will be written in the column for "Army Serial Number" on the report of changes. In order that AGO may identify the soldier tentatively, the Personnel Adjutant will obtain, if practicable, a statement from the soldier under one or more of the following headings for the purpose of identification:

(a) Date of enlistment or induction into service.
(b) Place of enlistment or induction into service.
(c) Name and address of person to be notified in case of emergency.
(d) Place of birth.
(e) Residence.
(f) Age.

Notation concerning such information and the notation "Army Serial Number to be supplied on subsequent report" will be made in the column for Remarks in addition to other notation therein.

As soon as the army serial number is ascertained complete report in

the case will be made on the report of changes with this notation: "To correct error, Report No.——." **Example**

"Transfd fr 149th Dep. Br. Joined. Army Serial Number to be supplied on subsequent report. Soldier states he was inducted into service at Jacksonville, Fla., Dec. 15/18."

79. **Company and regiment or arm or corps or department.**—When a man is transferred, the report of the organization from which he is transferred will show the organization to which he belonged prior to his transfer, and the report of the organization to which he is transferred will show his new organization.

80. **Discharge and furlough to reserve (enlisted man).**—When an enlisted man is discharged the report will show one of the following notations:

"Honorably discharged."

"Discharged and not recommended for enlistment."

"Dishonorably discharged."

It will also show the date and place of discharge if it is different from that of the report, why he is discharged, his character as shown on his discharge certificate and if he has been retained in the service after his period of enlistment has expired it will show the reason for his retention.

81. **Deserter returned to military control.**—When a deserter is returned to military control, the place and date will be shown if it is different from the date and place where the report is made. It will show whether he was apprehended or surrendered, whether he surrendered to or was apprehended by civil or military authorities, and the place and date of apprehension or surrender. When the case is finally disposed of the notation will show the result of the trial, the nature of the offense, and the source and number of the court-martial order. If the charge is removed because it was erroneously made, or if he is restored to duty without trial for any other reason, that fact will be stated.

82. **Certificate of merit, Distinguished Service Cross, Medal of Honor and Distinguished Service Medal.**—When a soldier receives any of these awards, the report will show that fact and date of award.

83. **War Service Chevron and Wound Chevron.**—The same rule applies here as in the foregoing paragraph.

84. **Temporary service.**—When an officer or enlisted man leaves or joins an organization on temporary service of any kind, where the period of such service will not exceed one month, no entry will be made on the report.

85. **Mailing reports.**—Both officers' and enlisted men's reports will be mailed under the same wrapper. Insert a slip of paper slightly smaller than the envelope, between the report and the back of the envelope to protect it from the mucilage used in sealing the envelope.

86.

Form No. 646, A. G. O.
Ed. Apr. 1-18

REPORT OF CHANGES

OFFICERS

Report No. 77.

Camp Lee, Virginia. (Place from which report is rendered.)

Central Officers Training School. (Organization or headquarters for which report is rendered.)

For the twenty-four hours ending at midnight on September 15th, *1918*.

NAMES. Arranged alphabetically without regard to rank, organization, or component force of the Army. Surnames will precede Christian names.	RANK.	REGIMENT OR ARM OR CORPS OR DEPARTMENT.	REMARKS.
Bowman, James E.	Colonel	Inf.U.S.A.	Joined and assumed comd.
Foster, Duncan G.	1st Lt.	"	Duty to SU as Supply Officer.
Jackman, William J.	2nd Lt.	"	Assgnd to 5th Co. En route to join
Maxwell, Joseph S.	Captain	Q. M. C.	Duty to leave - 10 days.
West, Fred K.	2nd Lt.	Inf.U.S.A.	Promoted to 1st L..

Form No. 647, A. G.O.
Ed. June 11-18

Report No. 1

87.—

REPORT OF CHANGES

ENLISTED MEN

Camp Lee, Virginia. (Place from which report is rendered)

Central Officers Training School. (Organization or headquarters for which report is rendered)

For the twenty-four hours ending at midnight on January 1st, 1918.

NAMES Arranged alphabetically without regard to grade, organization, or component force of the Army. Surnames will precede Christian names.	Army Serial Number	Grade	Company and Regiment, or Arm or Corps or Department	Remarks
				Transfd fr 155th Depot Brigade.
Adams, Ray M.	1556780	Pvt 1cl	1st Co.	DS en route to join.
Brown, Ralph P.	1678001	Sgt	"	Duty to SD.
Engle, Joseph	576319	Ord Corp	"	Awol to desertion.
Lawton, William M.	2345212	Sup Sgt Bn Sgt	"	Hon disch. SCD Char Ex.
Simons, William B.	1677148	Maj	"	Duty to fur 10 days.
Wilcox, Arthur L.	1678078	Sgt	"	Aptd Bn Sgt Maj.
Ames, Lawrence D.	5470923	Corp	2nd Co.	Rd to Pvt SC.
Grimes, Earle S.	4369812	Bglr	"	Hosp to duty, Dec. 31/17.
Marks, Stephen O.	4268123	Pvt 1cl	"	Duty to Awol.
Thomas, Wendell P.	2777130	Sgt	"	Tried for desertion and acquitted GCMO 81 NE Dept.
Batchelor, Kemp B.	1435000	1st Sgt	3rd Co.	Duty to DS at Ft Jay, N. Y.
Nodine, Frank E.	3175081	Mus 3cl	"	Transfd as Pvt to Dev. Bn., Camp Devens, Mass. Left for new station.
Reed, George A.	3409633	Ck	"	Duty to conf.
Shaefer, Clyde	4055874	Mec	"	Died of disease.
Wilson, Roland W.	3898213	Pvt	"	Desertion to conf. Surrendered to Mil Auth Oct 2/18 at Rossie, N.Y.
Altman, John J.	4009342	Sgt	"	Transfd fr 151st Depot Brig. Joined.
Bell, Charles C.	5321799	Pvt	"	
Buck, Merrill Z.	1278422	Corp	"	
Chase, Thomas W.	2741000	Pvt	"	
Devens, Lee I.	3633478	"	"	
Downer, James L.	3625647	"	"	
Howard, Ernest C.	2403177	"	"	
Nesselson, Benjamin	148147	Corp	"	
Smith, Wilbur E.	5056718	Sgt	"	
Wells, Hartley G.	1274999	Wag	"	

I CERTIFY that the remarks set opposite the name of each soldier in this report are correct to the best of my knowledge and belief.

.....

.....
Personnel Adjutant.

88.—

MODEL REMARKS FOR REPORTS OF CHANGES

CHANGE OF GRADE

(1) "Apt 1st sgt."
(2) "Apt sgt."
(3) "Rd to sgt."
(4) "Rd to pvt."

ASSIGNMENT

(1) "Assgd to and joined Regt."
(2) "Assgd to Co A. Not yet joined."
(3) "Assgd to and joined for duty."

88.

TRANSFER

(1) "Transfd to 22nd Cav. Left for new station."
(2) "Transfd fr 44th Inf. Joined (or DS en route to join)."
(3) "Transfd as pvt to Co B." (In case of transfer within a regiment involving a change of grade.)

CHANGE IN COMMAND

(1) "Transfd to Co B. Joined and assumed comd."
(2) "Attached to and assumed comd Co B."
(3) "Hosp to duty. Assumed comd of post."

EXTRA AND SPECIAL DUTY

(1) "Duty to SD as Exchange Officer."
(2) "SD as prison officer to hosp."

SICKNESS

See paragraph 62

ARREST AND CONFINEMENT

See paragraph 62

DETACHED SERVICE

See paragraph 62

ABSENT WITH LEAVE

See paragraph 62

ABSENT WITHOUT LEAVE

See paragraph 62

MISSING IN ACTION

(1) "Missing on reconnaissance (or in battle) at Camp Lee, Va."
(2) "Captured in trench raid, Mar 10/18."

ATTACHMENT

(1) "Attached to Co A for duty."
(2) "Reld duty with Co A."
(3) "Attached to Div. Hq for duty as Asst Div Adj."
(4) "Reld duty as Asst Div Adj."
(5) "Attached to and joined Regt."

RESIGNATION, DISCHARGE, AND DISMISSAL OF OFFICERS

See paragraph 62

DISCHARGE AND FURLOUGH TO RESERVE OF ENLISTED MEN

(1) "Hon disch ETS Char Ex."
(2) "Hon disch ETS Mar 5/18 at Camp Webb, Sa. Char Ex."
(3) "Hon disch SCD Char G."
(4) "Disch and not recommended for reenl on account fraudenl Char Fair."
(5) "Fur res ETS Char G. Held to make good time lost Awol."

DEATH, RETIREMENT, AND DESERTION

(1) "Killed in action."
(2) "Died of disease Sept 5/18 at Fort Bowrey N Y."
(3) "Retired."
(4) "Awol to desertion."
(5) "Deserted Feb 5/18 at Fort Bowrey N Y."

RETURN OF DESERTER TO MILITARY CONTROL

(1) "Desertion to conf. Surrendered to Mil Control."
(2) "Desertion to conf. Apprehended by Mil Auth at Minersville Pa."
(3) "Desertion to conf. Surrendered to Mil Auth Sept 25/18 at Petersburg Va."
(4) "Desertion to conf. Apprehended by CAuth Jan 25/18 at Seltzer City Pa. and returned to Mil control Jan 29/18."

RESULT OF TRIALS

(1) "Convicted of desertion and sentd dishon disch, forf of pay and allowances and conf for 2 yrs GCMO 10 E Dept."
(2) "Tried for desertion and acquitted GCMO 15 SE Dept."
(3) "Tried for desertion and found guilty of Awol only and sentd to forf 2/3 pay for 2 mos GCMO 20 NE Dept."
(4) "Conf. to duty. Restored to duty without trial for desertion."
(5) "Conf. to duty. Charge of desertion removed as erroneously made."

DESERTION AND FRAUDULENT ENLISTMENT

(1) "Duty to conf. Surrendered (Apprehended) (Mar 4/18 at Philadelphia Pa.) as Stephen Crook, deserted from Co B 65th Inf."
(2) "Desertion to absent in conf at Camp Crane, Pa. Apprehended (Surrendered) while serving in Co B, 44th Inf under name of George Shea."
(3) "Dishon disch May 10/18 at Camp Crane, Pa. Convicted of desertion and fraud enl and sentd dishon disch, forf all pay and allowances and conf for 3 yrs GCMO 97 E. Dept."
(4) "Dropped. Convicted of desertion and fraud enl and sentd dishon disch, forf all pay and allowances and conf for 3 yrs GCMO 97 E Dept."
(5) "Dropped. Held to serve under name of Clarence Gilmartin."
(6) (On report for organization in which fraudulently enlisted:) "Held to serve under fraud enl."
(7) "On report of organization from which the soldier deserted:) "Dropped. Held to service as Stephen L. Crook."

DESERTION FROM THE NAVY OR MARINE CORPS

(1) "Duty to conf. Deserter fr Marine Corps."
(2) "Released fr conf. Dropped."

WAR-SERVICE CHEVRON AND WOUND CHEVRON

(1) "Entitled to sky-blue war-service chevron."
(2) "Entitled to gold war-service chevron."
(3) "Entitled to wound chevron."

MONTHLY ROSTERS

89. Rosters required.—A roster of troops and a roster of officers are required to be prepared by the Personnel Adjutant of each unit once a month.

90. Kinds of rosters.—(a) Roster of troops. This roster is required for each company, detachment, headquarters, general and base hospital, depot and other institution and establishment for which a company, headquarters company, or headquarters morning report is submitted.

(b) Roster of officers. This roster contains the names of officers only and is required for each regiment, separate battalion and other similar unit.

91. Preparation of rosters.—The rosters of troops and officers are prepared under the supervision of the personnel adjutant monthly and contains the names of all officers and enlisted men, or of officers only, who belong to or are attached to a command or station at midnight on the last day of the month, and of those who have been separated therefrom during the month. The names of casuals will not be shown on these rosters.

92. Number of copies.—Rosters of troops will be prepared in duplicate for troops of the line, and in duplicate for staff corps and departments. Rosters of officers will be prepared in triplicate or quadruplicate.

93. How prepared.—Whenever practicable rosters will be prepared on a typewriting machine and will be written single spaced. A record ribbon must be used. Copies may be made by the use of carbon paper.

94. Disposition.—In all cases the original roster will be forwarded directly to the Adjutant General of the Army, and a copy retained with the organization or headquarters from which rendered.

A copy of the roster of officers of each regiment, etc., will be forwarded to the division or other tactical unit commander.

The Personnel Adjutant will keep the retained copy of each roster of troops for use at the headquarters of the command, for a period of one month or until the roster for the succeeding month is prepared, when it will be transmitted to the company or detachment concerned and filed. The retained copies of rosters of officers will be filed at the headquarters of the command.

95. Form.—There is no blank form for the rosters. They are prepared on thin paper of official letter size (8″ x 10½″). A margin of one inch will be left at the top of each page, and one-half inch at the left edge. The sheets will be securely fastened together at the top by stapling, sewing or with mucilage.

96. Caption.—The caption will show the name of the organization, headquarters, institution or establishment and the date for which the roster is prepared. Each page should contain two columns of names. (See model paragraph 265.)

97. Names and grades.—The roster of troops will show the names of all officers and enlisted men from the date of the receipt of notice of their assignment, whether or not they have yet joined, and will be entered in the following order: first, commissioned officers belonging to the organization in order of rank; second, attached officers in order of rank; third, non-commissioned officers in order of grades (See paragraph 9, Army Regulations); the names under each grade appearing in the order of the dates of the warrants; fourth, all others except buglers, privates first class and privates, in alphabetical order of grade; fifth, buglers; sixth, privates first class; seventh, privates; eighth, enlisted men attached for duty in the order given above for enlisted men of the company. The names of enlisted men under each grade heading, except non-commissioned officers will appear alphabetically. Lance corporals will be carried under the heading of privates, first class or privates. The name and grade headings will follow after one another without interval, and numbered consecutively under each grade.

98. Losses.—The names of officers and enlisted men who have ceased to belong to the company during the month will be entered after the name of enlisted men attached for duty under the heading, "Losses during the month." The names of such officers and enlisted men will be entered in the order given for officers and enlisted men in paragraph 257.

99. Surname.—In all cases the surname will be written first, e. g. "West, Frederick" and not "Frederick West."

100. Army serial number.—The army serial number of each enlisted man will be entered immediately after his name.

100a. Absences at the end of the month.—All absences of officers and enlisted men at the end of the month will be noted with statements showing the cause of absence, date of departure, and in case of detached service, sickness or confinement, the place of absence.

Example: Absent DS Camp Custer, Mich., since Oct. 16/18.

101. Date of joining.—The date any officer or enlisted man joins the company, whether under original assignment or from an absence which began in a preceding month will be stated after his name. No notation will be made in case of absence which began and terminated in the same month.

102. Losses during the month.—In case of officers and enlisted men who have ceased to belong to the company during the month the cause of the separation and the date will be shown.

Example: Transfd 20th; Disch 5th; Deserted, 19th; Died 16th.

103. Roster of officers.—The rosters of officers will be prepared under the same rules that the rosters for troops are prepared. The surname of the officer will be written first and the names will be entered in the order of rank and numbered consecutively under each grade.

104. Model roster of troops for a company:

Roster of Company "D" 302nd Infantry

At midnight September 30th, 1918.

CAPTAIN

1. Jones, William J. Joined 2d.

1st LIEUTENANTS

1. Masse, Joseph D.
2. Tillman, Frederick. Rejoined 18th.

2nd LIEUTENANTS

1. Perron, Frank X. Absent sick at Walter Reed GH since June 23/18.
2. Belleville, William J.

ATTACHED

1st LIEUTENANT

1. Grabe, William C.

1st SERGEANT

1. Payne, William D.....98765432

MESS SERGEANT

1. DeAmaral, Charles 23456789

SUPPLY SERGEANT

1. Ashworth, Harry 23459876

SERGEANTS

1. Coggeshall, Robert 876345
2. Himes, Arthur 3423432
3. Souza, Arthur E.....7652349
4. Brown, James S. 7658907

(Enter remaining sergeants in date of warrants.)

CORPORALS

1. Melancon, Nelson 5463536
   Absent in hands CAuth Pittsburgh, Pa.
2. Derry, Darwin F.....2356890
3. Jones, John E.....5432876
4. Williams, Fred A.....7659802

(Enter remaining Corporals in date of warrant.)

COOKS

1. Peters, William 3425635
2. Couture, Azarias 6842397
3. Cryer, Thomas 2376439

MECHANICS

1. Downie, Andrew 2690457
2. Hoffman, Otto 2039485

BUGLERS

1. Kelly, Edward L.....7654873
2. Heffron, Frederick 7654983

PRIVATES FIRST CLASS

1. Connors, John L. 2345234
2. Dean, Frank L. 5242525
   Absent in confmt at New Bedford, Mass., since Aug 23/18.
3. Marks, Frank 4343434

(Remaining first class privates in alphabetical order.)

PRIVATES

1. Allen, Everett T. 6666777
2. Brennan, Thomas F. 9999999
3. Downs, Thomas E. 2535456

(Remaining privates in alphabetical order.)

ATTACHED FOR DUTY

PRIVATES

1. Hiller, George F. 3232323
   Joined 25th.
2. Iseman, Brosie 6546546

LOSSES DURING MONTH

1st LIEUTENANT

1. West, Frederick 5335535
   Transfd 9th.

CORPORALS

1. Coggeshall, Haydon 4242428
   Disch 23rd.

PRIVATES

1. Morgan, John J. 8633683
   Died.
2. Norton, Joseph 3223322
   Deserted 20th.
3. O'Donnell, Edward 2222222
   Dropped 11th.

(Remaining losses in alphabetical order.)

(Signed) Paul A. Merriam

PAUL A. MERRIAM
Captain, 302nd Infantry
Personnel Adjutant

Camp Lee, Va.
October 1, 1918.

III. COMPANY FORMS

ORDERLY ROOM TICKLER

105.

Every Day

1. Sick report.
2. Morning report
3. Duty roster-details, guard, etc.
4. Record and file all correspondence received and written previous day.
5. File all orders received previous day.
6. Inspect barracks, latrines, kitchen, mess halls and stables.

15th

1. Officers pay vouchers to be in before 17th.

25th

1. Send to Regimental Personnel Adjutant typewritten roster of company.

Last Day

1. Company council meeting.
2. Ration returns.
3. Forage returns.
4. Pay Quartermaster and draw savings.
5. Make out statement of charges against enlisted men for Engineer, Ordnance, Signal and Quartermaster property and submit to Personnel Adjutant.

After Pay Day

1. Report any errors in pay of men to Personnel Adjutant immediately.
2. Make out two copies of "Report of Deposit" of enlisted men (Form 8A QMC). Send one copy to Quartermaster and retain one copy.

Every Saturday A. M.

1. Transfer of Quartermaster property worn out for new.

Jan. 1st, Apr. 1st, July 1st, Oct. 1st

1. Requisition for brooms, brushes, etc., to supply officer.
2. Requisition for stationery, etc., to supply officer.

Jan. 1st, July 1st

1. Read selected articles of war to company.

Miscellaneous

1. Destroy old records January 1st.
   (a) Duty roster kept one year.
   (b) Morning report kept one year.
   (c) Company council book kept one year.
   (d) Sick report kept one year.

RATION RETURNS

106. Preparation.—On the first day of each month, each company, troop, etc., will prepare a ration return (Form QMC 223) including all persons present for mess with the organization. This return is signed by the company commander and is then sent to Regimental Headquarters for approval by the Commanding Officer. After approval by the Commanding Officer, it is sent to the Camp Quartermaster, through the Supply Officer of the regiment for action.

107. Additions and deductions.—The additions and deductions of the previous month as shown by the morning report of the organization are added to or deducted from the total number of rations required for the ensuing month. The Company Commander should personally verify the additions and deductions of the previous month to make sure of their correctness.

108. Sick in hospital.—Although men are carried in the present column while sick in the hospital, rations should not be drawn for them during the period that they are absent at the hospital. The rations are drawn for the number of men present less the number of men sick in the hospital. Rations for men sick in the hospital are drawn by the Commanding Officer of the hospital.

109. Transfers and arrivals.—When a person entitled to rations leaves an organization the rations allowed for him for any period beyond the date of his leaving and not taken with him will be deducted on the next ration return of the organization. When a person entitled to rations joins an organization the number of rations required to ration him until the time of the next ration return are added on the next ration return of the organization.

3—2343

Q. M. C. Form No. 223.
Authorized April 23, 1913.

No.
(QUARTERMASTER'S NUMBER)

Ration Return of Company "D", 302nd Infantry

At Camp Lee, Virginia, from October 1st, 1918, to October 31st, 1918

No. of days 31, persons present 200, No. of rations 6200

Additions 311, deductions 61, net corrections 250

NUMBER RATIONS REQUIRED	GARRISON.	FIELD.	RESERVE.	TRAVEL.	FILIPINO.	TOTAL 6450
	*****	*****	*****	*****	*****	

No. emergency rations required ******

Other issues required, quantities actually required within regulation allowance: (No. of animals .....)

SOAP.	CANDLES, ISSUE.	CANDLES, LANTERN.	MATCHES.	TOILET PAPER.			FLOUR FOR PASTE.	TOWELS, HUCK.	ICE.
LBS.	LBS.	LBS.	BOXES.	PKGS.			LBS.	NO.	LBS.
258	*****	*****	96	108			*****	*****	*****

THIS CERTIFICATE AND APPROVAL COVER THE ISSUES INDICATED ON THE REVERSE SIDE HEREOF.

I Certify that this Ration Return is correct and that the last regular issue of rations was made by Captain Guy R. Williams, Quartermaster at Camp Lee, Virginia, to include date of September 30th 1918, that the emergency rations entered (if any) are required for the enlisted men of my command, and the money value of all previously drawn and improperly opened or lost has been charged against the persons responsible; that the civil employees for whom rations are required (if any) are entitled thereto under the regulations, and that the articles, other than rations, above requested are necessary for the public service.

CHARLES G. BOWKER

In charge of / *Commanding* Captain, Infantry, U.S.A.
Company "D".

Approved and ordered issued. The total rations required agree with the morning reports, and the quantities of other articles ordered issued are necessary in the public service and within the regulation allowance.

CHARLES C. SMITH
Colonel, Infantry, U.S.A. *Commanding.*

This form may be used for a Brigade, Regiment, Battalion, Company, Troop, or Battery, a Detachment, Civil Employees, etc.
Not to be signed in duplicate.

3—2343

110.

111.

DAILY MESS REPORT.

Organization Co. D. 302 Inf Date Oct. 9/18.

BREAKFAST.

Men present for breakfast 243

Men absent from breakfast 7

to be served at ------ a. m.

DINNER.

Men present for dinner 241

Men absent from dinner 9

to be served at ------ m.

SUPPER.

Men present for supper 250

Men absent from supper 0

to be served at ------ p. m.

WILLIAM D. PAYNE
First Sergeant.

This slip to be prepared by the organization First Sergeant for the Instructor in charge of kitchen by 8 a. m.

THE SICK REPORT

112. **Form Ago 339.**—The sick report book is the simplest of all blanks that is made out in the company orderly room.

113. The form is issued in a pamphlet form; every page must be filled before starting a new book. Every line must be used regardless of whether it takes a month or a year to fill out the book.

114. The instructions as placed on the inside of the front cover are very complete and any one should be able to make out the sick report after reading them.

115. **Signature.**—The report must be signed by a commissioned officer, preferably the company commander, before it goes to the infirmary. It is also signed by the medical officer on duty at the infirmary who examines the man. Both of the officers sign on the same line, the company officer signing below the medical report. The next entry in the book is made on the line following that on which the officers have signed.

116. **Report must be complete.**—The report of the company officer will always be completed before the book is sent to the infirmary unless something that cannot be known at the company, and then a question mark will be entered in the column marked "Line of Duty."

117. **Erasures.**—Erasures are prohibited in the sick report. If an error is made in making an entry, a line is drawn through the entry and it is reentered on the next line. This rule is so that the book may be kept clear and understandable. The error must then be authenticated by a commissioned officer of the company with a certificate on the margin of the paper.

118. **What to report.**—Every disease or injury suffered by an officer or enlisted man should be reported as Line of duty unless the reporting officer knows personally or by credible information:

(a) That the disease or injury existed before the man entered the service.

(b) That it occurred while the man was absent on furlough or absent without leave.

(c) That it resulted from neglect or immoral conduct of the man himself.

119. **Officer to be present.**—There should always be an officer present at the time that sick report is made out so that he may make a sort of preliminary inquiry as to the character of the ailment. This is necessary so that the officer may express an opinion as to whether the ailment is in line of duty or not. Also this will keep men from going on sick report in order to get out of some duty, especially if sick call is held early in the morning before first call for drill or fatigue. It also prevents men from going to the infirmary when the case should properly be cared for in some other way. It is not expected that the company officer will prescribe for the man instead of sending him to the infirmary nor for the purpose of having the sick calls seem small. It is a good thing however for the first sergeant to keep on hand in the orderly room, a bottle of iodine, some salve, pills and a few rolls of bandages so that men with a small cut or abrasion may be treated without going on the sick report, and having to go to the infirmary for treatment.

120. Company commander not required.—The company commander is not required to be the officer on duty at the orderly room at the time of sick call and he may designate some other officer for the duty if he so desires.

121. The law provides that no officer or enlisted man in active service who shall be absent from duty on account of disease resulting from drugs, alcoholic beverages, or other misconduct shall receive pay for the period of such absence from duty and in the case of an enlisted man this time must be made up at the end of his period of enlistment. When a man is sick under Not line of duty, the officer signing the sick report will note in the column provided therefore, "No, GO 45 WD 1914."

122. **Personnel Adjutant.**—In the case of an enlisted man, the company commander will take the proper steps to see that the correct entry is furnished to the Personnel Adjutant of the regiment, separate battalion or similar unit, for transmittal on the soldier's pay card and to the pay roll. This entry will be made on each ensuing pay roll of the company until such time that the soldier is again returned to duty with the company. He will not be permitted to draw any pay during the period he is absent from the company, while sick, "Not line of duty."

123.

DAILY SICK REPORT

OF

COMPANY "D" 302ND INFANTRY
(Organization.)

From September 14th, *1918*

To *191*

Form No. 889, A. G. O.
Ed. July 18-17—25,000.

All entries in this book should be written with pen and ink.

COMPANY OFFICER'S REPORT.						MEDICAL OFFICER'S REPORT.	
DATE. 1918	SURNAME.	CHRISTIAN NAME.	RANK.	WHEN TAKEN SICK.	IN LINE OF DUTY. (Yes or No.)	IN LINE OF DUTY. (Yes or No.)	DISPOSITION.
Oct. 5	Williams	John D. 5674839	Sgt.	Oct. 1	Yes	Yes	Hospital
" 5	Brown	Frank M. 5983423	Corp.	Oct. 4	Yes	Yes	Quarters
" 5	Mellen	William L. 9234567	Pvt.	Oct. 5	Yes	Yes	Duty
" 5	White	Fred E. 4532789	Pvt.	Oct. 5	No. GO45 WD 1914	No	Hospital
		Charles G. Bowker	Capt. Inf. USA			William Murphy, Capt. M.C. USA	
Oct. 6	Williams	John D. 7567567	Sgt.	Oct. 1	Yes	Yes	Hospital
" 6	Brown	Frank M. 9000889	Corp.	Oct. 4	Yes	Yes	Duty
" 6	White	Fred E. 8543234	Pvt.	Oct. 5	No GO45 WD 1914	No	Hospital
" 6	Cannon	George M. 9090909	Pvt.	Oct. 6	Yes	Yes	Quarters
" 6	Dean	Frank L. 8787878	Pvt.	Oct. 6	Yes	Yes	Hospital
" 6	Black	James G. 9111199	Corp.	Oct. 6	Yes	Yes	Duty
" 6	Keene	Alfred E. 7766554	Pvt.	Oct. 6	Yes	Yes	Quarters
		Charles G. Bowker	Capt. Inf. USA			James G. Cobb, Capt. M.C. USA	

DUTY ROSTER

124. General instructions.—The duty roster for troops, batteries, companies and detachments shows the names of all enlisted men of the organization, and consists of two parts: 1. The roster for guard duty; 2. The roster for other duties.

125. Guard roster, available for duty.—Each man is credited with the number of days that he has remained present and available for duty since the beginning of his last tour.

126. Absence, non-available for duty.—When non-available on account of absence without leave, in confinement, or on pass, men will be credited the same as they would have been had they remained present and available for duty, the numerals being inserted in the same square just above the letters indicating their proper status. Men returning to duty from sick, from furlough, detached service, extra duty or special duty, all start in where they left off. Departures from these instructions may be authorized by the Commanding Officer when a strict application would allow an improper advantage or work hardship.

127. Abbreviations.—The abbreviations as indicated in paragraph 166 should be strictly adhered to and no others are to be used on the roster, except as specially provided. (See par. 161.)

128. Men not required for guard duty.—If available, but not required for guard duty, in the proper place opposite the soldier's name will be placed the numeral showing the number of days since he performed a tour of guard duty. The performance of a tour of main guard duty is indicated thus: Any special guard duty, such as stable guard, may be similarly indicated, with the addition of the initial letter in the open space, thus:

129. Supernumeraries.—The detail for supernumerary should, as a rule, fall on the man next for detail. This, however, may be varied so as to "even up" the detail.

130. Roster for other duties.—At the beginning of the month insert in the proper column, opposite each man's name, the date when he last performed the duty specified, using the abbreviated name of the month and the numeral.

131. Process of keeping roster.—When a detail for any one of these duties has been determined upon, draw a line through this date and insert in the same space the numeral indicating the day of the month. If detailed for this duty again during the month, again draw a line through this date also, and insert in the same space the new numeral and so on.

132. Duties not specified on roster.—The necessary entries relative to any regular duties not specified on the roster will be shown on the roster in one of the blank columns provided for that purpose, the nature of the duty being shown in the heading of the column.

133. Detached service details.—In case of a detail for detached service, a hyphen should follow the numeral, which merely indicates the day of departure. But, since detached service is the only variable duty as regards length of time, it is the day of return that determines

"when last performed;" hence upon the man's return from detached service, draw a line through the date of departure and insert the date of return after the hyphen.

134. Transfer of entries to new roster.—At the end of the month the dates when last performed are transferred to the proper places on the roster for the ensuing month.

135. Abbreviations authorized for guard roster.—A., Absent without leave; Ar., Arrest in quarters; C., In confinement; D. S., On detached service; E. D., On extra duty; F., On furlough; P., On pass; Rct., Recruit; S. D., special duty; Sk., Sick.

136.

(MODEL.)

FOR THE MONTH OF OCTOBER, 1897.

No.	Rank.	Name.	Guard Roster. 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	No.
1	1st Sergt.	Ripley.																																1
1	Q. M. Sergt.	Jones.																																1
1	Sergt.	Flack.		2	3	4	5	6	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	9	1
2	"	Rollins.		5	S.D.	S.D.	S.D.	D.S.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	D.S.	D.S.	D.S.	D.S.	D.S.	D.S.	2
1	Corpl.	Hunt.		4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	1
2	"	Ewing.		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	2
1	Cook.	Riley.																																1
1	Artificer.	Foote.																																1
1	Musn.	Payne.																																1
1	Pvt.	Adair.		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
2	"	Amuns.		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	2
3	"	Babcock.		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	3
4	"	Campbell.		4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	4
5	"	Dempsey.		5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	5

(MODEL.)

DUTY ROSTER OF COMPANY A, 4th INFANTRY.

No.	Rank.	Name.	Nature of Duty and When Last Performed. Charge of Quarters and Room Orderly.	Fatigue.	Kitchen Police.																													
1	1st Sergt.	Ripley.																																
1	Q. M. Sergt.	Jones.																																
1	Sergt.	Flack.	19 Sept. 24, 1-8, 24.	Sept. 24, 23.																														
2	"	Rollins.	30 Sept. 25, 9-8, 27.	Sept. 26.																														
1	Corpl.	Hunt.	Sept. 26, 24, 27.	Aug. 10.																														
2	"	Ewing.	Sept. 30, 9, 24, 27.	Sept. 3, 17.																														
1	Cook.	Riley.																																
1	Artificer.	Foote.																																
1	Musn.	Payne.																																
1	Pvt.	Adair.	Aug. 24, 6.	Sept. 20.	Sept. 6.																													
2	"	Amuns.	Sept. 25.	Sept. 24, 25.	Sept. 24, 29.																													
3	"	Babcock.	Aug. 28, 6.	Aug. 24, 4.	Sept. 3, 27.																													
4	"	Campbell.	14.	15.	18.																													
5	"	Dempsey.	Aug. 24, 12.	Sept. 24, 29.	Sept. 21.																													

2—1896

137. Company Council Book.—The junior member of each council will record the proceedings of the meetings of the council in The Company Council Book, and include a written certificate of the responsible officer that the funds are on deposit in a reputable banking institution, which shall be named in the certificate, or a statement that they have been exhibited to the council; and the proceedings shall be signed by the president and recorder. The Commanding Officer will require the records of the proceedings to be kept as provided in Army Regulations and he will decide all disagreements of the company councils.

138.— IN ACCOUNT WITH COMPANY FUND, COMPANY "D," 302nd INFANTRY

Year	1918		RATION SAVINGS				OTHER FUNDS			
Month	Oct		Receipts		Expenditures		Receipts		Expenditures	
Voucher	Date									
		Balance from last month	500	00			200	00		
1	1	Ration savings for September	100	00						
2	1	Cook, John Smith, extra pay for September							7	50
3	2	Post Exchange dividend for September					100	00		
4	4	Board of Company Tailor for September	10	00						
5	7	Collections from pool table for September					50	00		
6	7	Barber shop for September					10	00		
7	9	A. P. Co., fresh meats, bill dated September 28/18			100	00				
8	10	Columbia Phonograph Co., 10 cylinders, Sep 15/18							2	50
9	12	U. S. Infantry Association, Subscriptions to mags. & newspapers for Co. library, October 5, 1918							25	00
10	15	N. Y. Telephone Co., service for September								50
11	18	John Green, milk & eggs			7	50				
12	20	The A. B. Barber Supply Co., six razors							9	50
13	25	The C. D. Printing Co., 1000 blank passes							2	50
14	28	J. H. H. & Co., vegetables & eggs			20	00				
15	30	The M. Co., Groceries			50	00				
16	31	M. & Co., 3 sacks potatoes, $6.00; 2 sacks turnips, $4.25; 50 pds. cabbage, $5.00; September 25, 1918			15	25				
17	31	The J. D. Co., one year's subscription to the Aeolian Music Circulation Liby. From Sep 1/18 to Aug 31/19, per bill dated Oct 16/18							20	00
		Total receipts and expenditures	610	00	192	75	360	00	67	50
		Balance carried forward			417	25			292	50
		Totals			610	00			360	00

IV. GUARD REPORT—CHARGE SHEET—COURTS-MARTIAL

GUARD REPORT

Reference: Form No. 338 A. G. O.

139. **Prisoners on hand.**—During the first tour of guard reported on this form, the names of all prisoners in confinement at the beginning of the tour will be recorded in one list (on the pages prepared for that purpose), and no new list will be made during the month. The names of general prisoners and all entries pertaining to them will be recorded with red ink; the names of all other prisoners (enlisted men) and all entries pertaining to them will be recorded with black ink. The names of the general prisoners in confinement at the beginning of the tour will be recorded at the head of the list of prisoners, beginning with the names of the general prisoner who has the longest remaining period of confinement to serve, and following with the names of other general prisoners in the order of the length of their remaining periods of confinement. The names of the enlisted men then serving sentences of confinement will follow next in the same order. The names of the other prisoners then in confinement (enlisted men not undergoing sentences of confinement) will next be recorded in the order of the dates of their respective commitments; and the names of all prisoners, including general prisoners, will be numbered consecutively. The interval between a name and the one preceding it should not be greater than necessary. The minimum and normal allowance will be two of the ruled spaces for each prisoner. No attempt will be made by means of entries on the report other than by the prescribed column entries to designate or distinguish prisoners awaiting trial or result of trial.

140. **Prisoners confined.**—The name of each prisoner confined after the list hereinbefore prescribed is made and during the month covered by the report will be recorded, without regard to classification, next after the name of the prisoner last entered on the original list, and will be numbered accordingly. Sufficient space will be left above the name of the first prisoner confined during each guard tour, including the first tour of the month, for this heading: "Confined during the tour of....." (Described by dates, e. g., June 25-26, 1909.) All entries and parts of entries pertaining to general prisoners will invariably be made with red ink.

141. **Prisoners released.**—When a prisoner is released or dropped during the period covered by the report, a notation to that effect will be made opposite his name in the column for remarks. This notation will set forth briefly the fact, with the date on which the prisoner is released or dropped, and, except in the case of a prisoner released at expiration of sentence, the authority for releasing or dropping him. His name will then be lined out with black ink in the case of a general prisoner, and with red ink in all other cases. Whenever a prisoner is released or dropped the lining out of his name will be initiated immediately below the name by the officer of the guard, or if there be no officer of the guard, by the officer of the day.

142. Prisoners discharged.—When in the case of a prisoner not serving sentence notice of his sentence is received, the term and date of expiration of the confinement, if any, will be entered in the proper columns opposite his name, and the authority therefor will be noted in the column for remarks. If the sentence includes dishonorable discharge and confinement, the entries will be made with red ink, and include in the column for remarks this additional entry: "General prisoner since....." (date of discharge).

143. Total prisoners.—The total number of prisoners for which the guard is accountable at any time may be ascertained readily by subtracting the number of names lined out from the total number of names entered, that is to say, from the number given to last name on the list.

144.—Good conduct time.—Forfeiture of "good conduct time" and orders modifying sentence will be noted in the column for remarks opposite the appropriate name in the list of prisoners, but the date of expiration of sentence recorded will not be changed, except as provided in paragraph 9.

145. Gains and losses.—Gains and losses numerically reported in the "Summary of Prisoners" will be noted by name in the space for remarks opposite the summary, and after each name will be entered the serial number given the name in the list of prisoners, e. g., "Released: General prisoners Smith, 10; Jones, 21;" etc. Changes in the personnel of the guard will be noted in this space also. Hours and results of inspections and roll calls will not be recorded on this form, but they may, under the direction of the commanding officer, be made the subject of a memorandum report.

146. Extra sheets.—When it is known in advance that the strength of the daily guard that will be required is so great that one page of the Guard Report will be insufficient for the daily list of the guard, provision will be made to meet the deficiency by stitching into the middle of the Guard Report, before beginning its use for the month, a sufficient number of extra sheets, which will be obtained by requisition upon The Adjutant General of the Army. This will permit of using more than one page of the report, under the caption, "List of the Guard," for the guard of each day. When more than one page of the report is used for the list of the guard of one day, the word "Continued" will be written after the words "List of the Guard" at the top of each additional page so used, and the numbers printed under the heading "No. of Post" on each additional page so used will be changed by prefixing the proper numeral to each of these numbers so that they will read 11, 12, 13, etc.

147. Transfer of entries.—At the end of the month covered by any report, the names of all prisoners not lined out on that report will be transferred with all entries pertaining to them to a new report and will be entered in the new list, in accordance with instructions 1 and 2, and thereafter the remaining instructions, including this one, will apply. At this time the column entries which are affected by the remarks will be changed to conform thereto, and remarks so incorporated will not be repeated on the new list.

148.

GUARD REPORTS

of

302nd Infantry, Camp Lee, Va.

(Name of post or other command.)

for the month of

September, 1918

149.

GUARD MOUNTED AT Camp Lee, Virginia ON Sept. 1st 1918, AND RELIEVED ON Sept. 2nd 1918

LIST OF THE GUARD.

SERGEANTS.	CORPORALS.	BUGLERS.	ORDERLIES.
Cannon, George Y.	Smith, Eugene H.	Tebbutts, James S.	Ehinehart, James N.
Young, Paul H.	Greene, Benjamin A	Connors, John L.	Nakelass, John E.
	Coggeshall, Haydon	Jenness, Peter H.	Rodman, Paul C.

No. of Post.	First Relief. From To Name.	Co.	Regt.	Second Relief. From To Name.	Co.	Regt.	Third Relief. From To Name.	Co.	Regt.
1	Allen, Everett H.	D	302	Leitch, DeWitt T.	D	302	Weiss, Julius	D	302
2	Byer, Herman B.	D	302	Cloud, Davis M.	D	302	Conway, Edward P.	D	302
3	DeMarco, Michael	D	302	Dexass, Charles C.	D	302	Drydon, William R.	D	302
4	Huffard, Robert B.	D	302	Kennedy, William	D	302	Kelly, Edward L.	D	302
5	McCoy, William L.	D	302	Lupton, James R.	D	302	Miner, Samuel L.	D	302
6	Pyle, Harry G.	D	302	Souza, Arthur	D	302	Salvi, Anthony	D	302
7	Turner, Henry	D	302	Utman, Lloyd	D	302	Vere, Frank A.	D	302
8									
9									
10									

PAROLE:
COUNTERSIGN:

PRISONERS.

No.	Name.	Co.	Regt.	Confined. Authority.	Confined. Date.	Charge.	Sentence. Term.	Sentence. Expires with future good conduct.	Remarks.
1	Henry S. James	D	302	G.C.M.O.552	10/16	47-62 AW	3½ yrs	Oct 12/19	
2	John H. Doe	C	302	G.C.M.O.704	11/16	47 AW	1 yr.	Mch 9/17	

POSTS OF THE GUARD.

No.	Location.
1	Guard house.
2	1st battalion street.
3	Main road P. O. to Regt Hq.
4	Oil warehouses.
5	Officers' quarters.
6	Around stable.
7	2nd battalion street.
8	3rd battalion street.
9	Post Office.
10	Post Exchange.
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

150. CHARGE SHEET. Number 57.
(In summary court record)

Camp Devens, Ayer, Mass., Nov. 19th, 1918.

Brown	Ralph Henry	4324325	Private
(Surname)	(Christian name)	(Number)	(Grade)

Company "D", 302nd Infantry.
(Company and regiment, or corps, or department.)

Date of current enlistment: Jan. 10th, 191 8; age at enlistment, 28 years 9 months.
Rate of pay, $ 30.00 Class A allotment, $ 15.00 per month. Class B allotment, $ 5.00 per month.
Allotment for insurance premium, $ 6.90 per month. Liberty loan allotments, $ none per month.
Prior service,
(Give dates, with character given on each discharge.)

Number of previous convictions, None.
Date of arrest, Nov. 18th, 191 8, or confinement, * * * * * * * * 191 * .
Place where accused is now in arrest or confinement, Quarters.
Witnesses:

Capt. Charles G. Smith, Company "D", 302nd Infantry.

1st Sgt. William D. Payne, Company "D", 302nd Infantry.

Charge : Violation of the 61st Article of War.

Specification : In that Private Ralph Henry Brown did, at Camp Devens, Mass., without proper leave, absent himself from his company from about 12 P.M., Nov. 12th, 1918, to about 9 A.M., November 18th, 1918.

(Signed) Charles G. Smith
CHARLES G. SMITH
Capt. 302nd Inf.

1st Ind.

Hq 302nd Infantry, Camp Devens, Mass., November 19, 1918. - To Major Barlow, Summary Court, for trial.

BY ORDER OF COLONEL LOWELL:

(Signed) George F. Smith
GEORGE F. SMITH
Capt. 302nd Inf.
Adjutant.

Findings: Guilty.

Sentence: To be confined at hard labor for one month and to forfeit two-thirds of that portion of his pay not covered by allotments or premiums for War Risk Insurance for two months.

Approved, November 20, 1918.

(Signed) Ralph Lowell
RALPH LOWELL
Colonel, U.S.A.
Commanding.

(Signed) Reginald Barlow.
REGINALD BARLOW.
Major 302nd Inf.
Summary Court

Form No. 594, A.G.O.

COURTS-MARTIAL

151. Preferring of charges.—Before preferring charges against an enlisted man, read paragraphs 62 to 74, 75, 76, 79 and 306 M. C. M.

152. Number of copies prepared.—All charges for trial by courts-martial will be prepared in triplicate, using the prescribed charge sheets for both original and duplicates.

153. Summary court trials.—When the trial is by summary court, nothing except evidence of previous convictions is required to accompany the charge sheets, but for special and general courts-martial, they must be accompanied by a brief statement from each material witness, both those for the prosecution and those for the defense, together with all available and necessary information as to any other actual or probable testimony in the case.

154. Previous convictions.—If the accused be a soldier, there must also accompany the charge sheets, a properly authenticated statement of evidence of convictions, if any, of an offense or offenses committed by him during his current enlistment and within one year next preceding the date of the alleged commission by him of any offense set forth in the charges.

155. General rules.—The following general rules should be observed in the preparation of charges:

(a) When there is more than one specification under a charge, the specifications under that charge will be numbered, using the Arabic numerals, viz., 1, 2, etc.

(b) When there is more than one charge, the charges will be numbered using the Roman numerals, viz., I, II, III, IV, etc.

(c) The form provided for the charge will not in any case be abbreviated, added to, or deviated from.

(d) The forms provided for the specifications will be added to or deviated from when circumstances require such addition or deviation, and in charging minor offenses with a view to trial by summary court they may in proper cases be abbreviated.

(e) The words enclosed in parenthesis or brackets or both in the forms for a specification may or may not be used as circumstances require.

(f) The blanks inclosed in the parenthesis in the forms for specifications indicate that a proper substitute may be used.

(g) The name of the accused as entered in the specification should show that he is subject to military law and therefore subject to the jurisdiction of the court.

(h) The place and date of the commission of the offense will ordinarily be stated in the body of the specification and not in a separate line at the end thereof.

(i) The words "Officer preferring charge," or words of similar import, will not be used in connection with the signature of the officer who subscribes the charges.

156. Specimen charges.—For specimen charges and specifications, the reader is referred to pages 335 to 352 M. C. M.

157. Numerals on charge sheets.—The number of the regiment, detachment or similar unit must be spelled out completely in the specification and not written as a number.

158. Form of courts-martial sentences.—"The War Department has directed that court-martial sentences be so expressed as to exclude from forfeiture of pay:—First, compulsory allotments; second, voluntary allotments; third, premiums for war risk insurance. It is also fundamental that a soldier should be left a small portion of his pay for absolutely necessary needs. To accomplish all these purposes the following form of sentence will be used insofar as forfeiture of pay is concerned.

> "To forfeit two-thirds (or other fraction less than two-thirds) of that portion of his pay not covered by allotments or premiums for war risk insurance for (.....) months."

"A new charge sheet is to be issued shortly with space provided so as to show a complete statement of soldier's accounts in order that courts-martial may know the amount of pay available for forfeiture. Until the new charge sheet is received, the amount of compulsory or voluntary allotments and premium for war risk insurance should be inserted at some convenient place on the present charge sheet."

V. THE SERVICE RECORD

REFERENCE: Army Regulations: 104, 105, 115, 1337, 1356, 1361, 1451

159. What it is.—The service record contains a complete history of the soldier from the time that he is enlisted until that enlistment is terminated and follows him wheresoever he may go in the service. The printed instructions on the service record (Form 29 AGO) are quite explicit.

160. Errors.—A frequent cause of error is that the officer or clerk does not study carefully the instructions before starting to make up the form and that he does not consult these instructions when making subsequent entries. In the former case, (and this applies only to selective service men), the men will come with the following forms: 1029 PMGO, the list of the men taking the place of the old form 164-A, Form 1, the registration card, 1010 PMGO, the physical examination blank. A copy 1010 PMGO should be made after the medical examining officer of the organization has completed the examination of the recruit following his arrival. Forms 22-2, Enlistment and Assignment card, 268 AGO, designation of beneficiary will also be made out at this time.

161. Disposition of forms.—After the service record has been made up from these forms, one copy of each of the named forms is forwarded to the Adjutant General of the Army. They should be arranged alphabetically and tied up into separate bundles. This is one of the cases where it is required to send a letter of transmittal with a brief statement of the contents and this is done so that the package may be sent direct to the proper filing office without causing several departments to open and examine the contents.

Great care should be taken in checking each and every form to see that every man signs his name identically the same upon all forms. The serial number should invariably appear wherever the man's name appears on these records. This matter of uniformity in signatures is very important, for instance: One paper may be signed M. J. Donovan, another Martin J. Donovan and still another Martin Jerome Donovan. Signature should be Martin J. Donovan. The War Department can not be sure that these papers belong to the same man so necessarily there must be correspondence to that organization as the War Department does not take any chance of there being any mistake when these papers are filed away. The name and address of the person to be notified in case of emergency will be given clearly and fully. The service record should be checked over very carefully by the mustering officer or his assistant before these forms are forwarded to the War Department.

162. Make-up of the service record.—In making up the service record the following instruction will be found to be very helpful.

(a) Page 1: Read carefully and follow the instructions on this page. Strike out all lines at the top of the record and write in the words, "United States Army." On the line immediately below the words SERVICE RECORD, write the name of the soldier, using the

typewriter if practicable; otherwise, printing the name with all CAPITAL LETTERS. On the next line enter the grade, company, regiment and arm of the service in which he enlisted as Pvt. Co. "A," 302nd Inf.

(b) Page 2: Descriptive List: This information is obtained from the Enlistment and Assignment card, physical examination record and Identification card. The records as to vaccination, typhoid and paratyphoid should be entered upon notification by the surgeon of the organization that same has been completed.

(c) Report of Assignment: This is the sheet between page 2 and 3 which is not numbered. In all cases where the assignment is entered upon the Enlistment and Assignment card this form will be detached and destroyed. Then, make the following notation on the stub: "Assignment reported on E & A Card, and line out the words "Report of Assignment mailed."

(d) Page 3: Under prior service make only such entries as can be substantiated by former discharge papers, otherwise make no entries under this heading. The entries under Current Enlistment will be made in accordance with data from the E & A card. The last five lines on this page will be left blank and will be used only to close the service record when the soldier is discharged from the service or furloughed to the reserve.

(e) Page 4: MILITARY RECORD: Every entry on this page MUST be initialed by either the mustering officer or the company commander. Under "grade" will be entered all promotions and reductions and the authority and date on which same are made in their order as follows:

Grade: Aptd Corp fr Pvt RSO 22 Oct. 11, 1917.

Grade: Aptd Sgt fr Corp RSO Jan. 8, 1918.

Grade: Rd fr Sgt to Pvt RSO 66 Aug. 20, 1918.

The balance of this page is self-explanatory and should be very easy to complete.

(f) Page 5: All convictions by court-martial are entered on this page with the kind of trial, whether general, special or summary, having date of approval and the article of war under which the soldier is tried. All pay detained by court-martial will be entered on this page by the company commander at the time that the entry is made upon the pay roll of the soldier's organization. Pay detained must not be confused with pay forfeited. Pay detained is pay taken by the government as punishment and withheld until soldier is discharged or otherwise separated from the service. Pay forfeited is pay taken by the government as punishment and never to be returned. Under remarks will be placed all remarks that pertain to his original assignment and the special training that he may receive while in the service: i. e.,

Joined by assignment August 10, 1918, per SO 234 Hq. Camp Lee, Va.

PASSED THROUGH GAS SEPTEMBER 5, 1918.

COMPLETED BAYONET COURSE OCTOBER 2, 1918.

(g) Page 6: This page is now obsolete and is not to be used for soldiers of the United States Army.

(h) Page 7: This page is obsolete with the exception of the space headed "ALLOTMENTS." All allotments that are made by the soldier including that for War Risk Insurance are entered under this heading. The date of the commencement of the allotment is filled out but the space marked "discontinuance" is left blank until the time that the allotment has been discontinued.

(i) Page 8: All deposits made by the soldier are entered on this page. The date, amount and the name of the Quartermaster receiving the deposit are entered.

(j) Page 9-14: These pages are for indorsements of the company commander at the time that the soldier is transferred, detached or discharged from the service. For further information see "Transfers."

163. Transfers.—The service record always follows an enlisted man. When he is transferred from his company, his service record after being indorsed properly will be forwarded to his new commanding officer. Unless it can not be avoided the service record will not be intrusted to the soldier but will be carried by the officer or N. C. O., under whose charge the transferred man may be, or it may be forwarded by mail. If sent by mail, it should be registered.

164. Transfers without loss of grade.—When an N. C. O. is transferred without loss of grade, his warrant will be indorsed by the adjutant of the regiment, "Transferred from (blank to blank) without loss of grade" and will state the authority and date of the order.

165. Payments to enlisted men.—When making payment to an enlisted man entitled to be paid on his service record (Form 369 WD) will be used. (See Pay Rolls.) This method of payment will be used when the soldier is entitled to commutation of quarters or of heat and light. It will also be used when the soldier is on detached service away from his command and where there is no commissioned officer to attend to the pay, irrespective of whether, or not, he is allowed commutation.

166. Allotments.—All allotments running at the time of the soldier's transfer, together with the data concerning same, will be entered on his service record when he is transferred.

167. Deposits.—A soldier may deposit part of his pay with the government for which he will draw interest at the rate of four per cent. per year, to be deposited in sums of not less than five dollars. An account of each deposit made by him will be kept in the service record (page 8) by the company commander. Following each pay day the company commander will make a report to the Quartermaster General of the names of the depositors together with the date and the amount deposited and the name of the quartermaster who received it. This report will include only the deposits made with one quartermaster on that pay date.

168. Detached service for observations.—If a soldier is detached from his organization for observation or treatment under control of the medical department the soldier's record will be sent to the medical officer in charge.

169. Negative entries.—Negative entries such as "NONE," "NOTHING," and etc., will not be made in any part of the service record except as required for the street and house number and indorsements.

170. Initialing.—All initialing will be done by the company commander.

171. Erasures.—Erasure of any entries on a service record are prohibited. Any changes from the original entries must be made by drawing a line through the entry, and the reason for the change must be stated and authenticated by an officer.

172. Typewriter.—The service record except those portions required to be in the handwriting of the officer may be prepared on the typewriter.

173. Entries to be initialed.—All entries on pages as required by paragraph 12 of the instructions on the service record must be initialed by the company commander.

174. Copy of indorsements.—When a soldier is transferred or detached or discharged a copy of the indorsement as placed on the service record must be taken and preserved with the records of the company. One can not be too careful in complying with paragraph 5 of the instructions which specifies all the data required in the indorsement.

UNITED STATES ARMY

SERVICE RECORD

OF

Brown (23456789) William
(Surname.) (Christian name.)

(Company and regiment or arm or corps or department for which enlisted.)

* Strike out words not applicable.

INSTRUCTIONS.

1. *Opening of record.*—When a soldier is enlisted or reenlisted a service record on this form will be opened for him by the recruiting officer, who will fill out the Descriptive List, page 2, the Prior Service, and the first part of Current Enlistment, page 3. Other data called for by the printed headings or by these instructions will be supplied from time to time as occasion arises by the soldier's company or detachment commander, care being taken to make the record complete and to keep it up to date at all times.

2. *Forwarding to first station.*—When a soldier is sent from the recruit depot to a post, camp, or regiment, for assignment, the adjutant, or other designated officer, at the depot will fill out the first indorsement and turn the service record over to the officer or noncommissioned officer in command of detachment of departing recruits; or, if no officer or noncommissioned officer be placed in command, the service record will be forwarded by mail to the proper commanding officer.

3. *Transmission to company.*—Upon assignment of a soldier to a company, the post, camp, or regimental commander will transmit the service record to the commanding officer of the company to which he is assigned, detaching the report of assignment and forwarding same to The Adjutant General of the Army.

4. *Soldiers transferred or detached.*—When a soldier is transferred or detached from his company, the company commander will fill out the second indorsement and transmit the service record to the soldier's new commanding officer in the manner prescribed in paragraph 2, above, in the case of soldiers leaving recruit depots. Subsequent indorsements will be filled out as the soldier's change of station or status requires, the original service record thus following the soldier wherever he goes. Each commanding officer forwarding the service record will retain an official copy of his indorsement, to which will be added the name of the soldier for purpose of identification.

5. *Data to be included in indorsements.*—Each indorsement will give the reason for the soldier's change of station or status, and his character, and will contain a full statement of his accounts at the time. Under the heading "Due United States" will be noted all authorized stoppages for loss of or damage to Government property or supplies; amounts due on account of allotment, post exchange, post laundry, tailor, company fund, or transportation; and stoppages, including detained pay, under sentence of a court-martial and on account of absence from duty because of disease resulting from the soldier's own intemperate use of drugs or alcoholic liquor, or other misconduct. In short, all information required to be entered on muster roll and pay roll will be incorporated in the indorsement on the service record, the wording of the indorsement conforming to model remarks for such rolls prescribed by the War Department.

6. *Soldiers furloughed to reserve.*—When a soldier is furloughed to the reserve, his service record will be forwarded by indorsement to the officer charged with keeping his records as a reservist. If the soldier is detached from his company at the time he is furloughed to the reserve, a copy of the indorsement forwarding the service record will be furnished his former company commander without delay.

7. *Soldiers discharged, etc.*—When a soldier is discharged or otherwise separated from the service without being furloughed to the reserve, his service record will be closed and filed with records of his company. If he is absent from his company at the time, the officer under whom he is serving will promptly transmit the service record to the company commander for file. The service record of a soldier discharged or otherwise separated from the service while in the reserve, will be closed and filed by the officer charged with keeping the reservist's record.

8. *Record of court-martial.*—When the service record of a soldier shows a sentence by court-martial, it will be accompanied by an authenticated copy of the record of summary court-martial, or by an official copy of the order promulgating sentence in case of conviction by a general or special court-martial.

9. *Procedure in case of lost record.*—In the event that a service record is lost a report of the fact will be made to The Adjutant General of the Army, who will start a new service record, transmitting same to the recruit depot or station at which the soldier was enlisted. The new record will then be forwarded in turn to the commanding officers of the companies in which the soldier has served during current enlistment, each commanding officer repeating the indorsement required by paragraph 4, and making appropriate entries in the body of the record. Pending receipt of the new service record the soldier's pay and duty status will be determined from the data shown on the last pay roll on which his name appears, and from other records of the company or detachment with which he last served.

FORM No. 29, A. G. O.
Ed. Sept. 25, 1917. 8—(3)

(Instructions continued on page 2.)

10. *Changes in entries.*—Erasures of entries on a service record are prohibited. All changes in original entries must be made by drawing lines through the entries and each change will be duly authenticated by the signature of the officer making it, the reason for the change being stated.

11. *Additional space for entries.*—In case the space under any heading, except "Deposits" in the body of the record proves insufficient, the entry will be continued under "Remarks," page 5. If the space under "Remarks" or "Deposits" is insufficient, additional sheets will be securely pasted at the bottom of the page, as indicated by footnote. If the space for showing change of station or status in an indorsement is insufficient, the entry will be continued under "Due United States." One indorsement may, if necessary, occupy the space allotted to two. If there be more than 10 indorsements, an additional sheet will be securely pasted at the bottom of the last page of the form, as indicated by footnote. Under no circumstances will sheets or slips of paper be pasted or attached to a service record except as provided above.

12. *Initialing of entries.*—Each entry under "Military Record," pages 4 and 5, "Clothing Account," pages 6 and 7, and "Allotments," page 7, will be initialed by the recruiting officer or company commander, as the case may be. Where there are no data of record relating to a printed heading, the space under that heading will be left blank, except that in case of transfer to another organization or furlough to the reserve the company commander will insert his initials in such blank spaces to show that he has not overlooked the entries. Negative entries, such as "None," "Nothing," etc., will not be made in any part of the form except as required for street and house number and indorsements.

DESCRIPTIVE LIST.

Residence: 1408 Broadway
(Street and house number; if none, so state.)
Knoxville Tennessee
(Town or city.) (State.)

Name and address of person to be notified in case of emergency:
Mrs. Martha J. Brown (Mother)
(Name and degree of relationship; if friend, so state.)
1408 Broadway
(Street and house number; if none, so state.)
Knoxville Tennessee
(Town or city.) (State.)

Born in Knoxville Tennessee
(Town or city.) (State or country.)

Age at enlistment, 29 yrs. and 1 mos.; occupation, Auditor

Eyes, Grey; hair, Light

Complexion, Ruddy; height, 5 feet 8 inches;

Married or single: Married (Divorced)

Indelible or permanent marks and physical defects at enlistment:
Mole on left breast; Mole over left kidney; Mole on back of left thigh.

Size of uniform shoe: 9 EE

Vaccinated: 5/4/18, 191 ; result,* Successful

Vaccinated: , 191 ; result,*

Typhoid immunization completed: Triple 5/20/18, 191

Paratyphoid immunization completed: 5/20/18, 191

* Successful or unsuccessful. 8—(4)

PRIOR SERVICE.

REGULAR ARMY:†

, from , 191 , to , 191 ,
(Company and regiment or corps or department.)
Discharged as ; character,
(Grade.)

, from , 191 , to , 191
(Company and regiment or corps or department.)
Discharged as ; character,
(Grade.)

, from , 191 , to , 191
(Company and regiment or corps or department.)
Discharged as ; character,
(Grade.)

, from , 191 , to , 191
(Company and regiment or corps or department.)
Discharged as ; character,
(Grade.)

, from , 191 , to , 191
(Company and regiment or corps or department.)
Discharged as ; character,
(Grade.)

, from , 191 , to , 191
(Company and regiment or corps or department.)
Discharged as ; character,
(Grade.)

, from , 191 , to , 191
(Company and regiment or corps or department.)
Discharged as ; character,
(Grade.)

†Insert headings below but discharges from the Regular Army to show service in Volunteer Army, Navy, Marine Corps, and National Guard or Organized Militia, in the order named.

Local board for Knoxville, Tenn. R.I.3535

CURRENT ENLISTMENT

Order No.159

Serving in 1st enlistment period

Accepted for enlistment at

Enlisted 4/25/18, 191 , at Knoxville, Tenn.

by Reported Sd and place.

Assigned to 21st Co. 6 Tr.Bn.156 Dep. Brig.
(Company and regiment or corps or department.)

at Camp Lee, Virginia 4/27/18, 191 .
(Station.)

Transferred to 302nd Inf. 5/2/18, 191 .
(Company and regiment or corps or department.)

Transferred to , 191
(Company and regiment or corps or department.)

Furloughed to reserve at

, 191 Character:

†Honorably discharged; †discharged and not recommended for reenlistment; †dishonorably discharged at

, 191 . Character:

†Strike out words not applicable.

(3) 8—(5)

176.

(4)

MILITARY RECORD.

Each entry on this page will be initialed. (See Instruction 12.)

Grade: Private 4/27/18 191

Grade: Pvt 1cl O 12 6/1/18 191

Grade: Corp fr Pvt 1cl RSO41 7/1/18 191

Grade: Sgt fr Corp RSO 64 8/1/18 191

Grade: 1st Sgt fr Sgt O 23 10/4/18 191

Marksmanship, gunner qualification, or rating: *

Battles, etc.:

Wounds or other injuries received in action:

Medal of honor (action, with date thereof, for which granted):

Certificate of merit (nature of service, with date thereof, for which granted):

Furloughs: June 6/18 to June 12/18 SO 72
Hq Camp Lee, Va. June 5/18

Time lost to be made good under A. W. 107:

(a) Absence without proper authority or in desertion.

Awol June 18 to 20/18

(b) Confinement under sentence or while awaiting trial and disposition of case, if trial resulted in conviction.

(c) Unable to perform duty through the intemperate use of drugs or alcoholic liquor or through disease or injury the result of his own misconduct.

* Give date of qualification or rating and number, date, and source of order conferring same.

3—272

Each entry on this page will be initialed. (See Instruction 12.)

Convictions by court-martial:

(See Instruction 8.)

Sum court-martial; approved 6/17 1918, Articles of War 61

* court-martial; approved 191, Articles of War

* court-martial; approved 191, Articles of War

* court-martial; approved 191, Articles of War

* court-martial; approved 191, Articles of War

* court-martial; approved 191, Articles of War

* court-martial; approved 191, Articles of War

* court-martial; approved 191, Articles of War

* court-martial; approved 191, Articles of War

* court-martial; approved 191, Articles of War

* Insert word "General," "Special," or "Summary," as the case may be.

Pay detained by court-martial collected on pay roll as follows:

Month.	Amount. Dols.	Amount. Cts.	Month.	Amount. Dols.	Amount. Cts.
June 191	10	00	191		
191			191		
191			191		
191			191		
191			191		
191			191		

REMARKS (See Instruction 11):

$ 10,000. War Risk Ins. $ 6.90 mo.

Additional sheets for "Remarks," if required, will be attached here.

(See Instruction 13.)

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(6)

CLOTHING ACCOUNT

Each entry on this page will be initialed. (See Instruction 12.)

CLOTHING DRAWN.

Date of Issue.	Value. Dols.	Value. Cts.	Date of Issue.	Value. Dols.	Value. Cts.

3—274

1st IND.

Hq 302nd Infantry, Camp Lee, Va.,
October 30th, 1918

To C.O. 35th Inf., Camp Lee, Va.,

This soldier transfd as pvt to 35th Inf., Camp Lee, Va., par 2 SO 87, Hq Camp Lee, Va. 10/29/18

He was last paid to include September 30, 1918

By Capt. Guy R. Doane
(Rank and name of quartermaster.)

Due United States (See Instruction 8); if nothing, so state:

Class "A" Allotment $ 15.00 per mo.
Class "B" Allotment $ 5.00 per mo.
W.R. Ins. Allotment $ 6.60 per mo.
Post Laundry, Camp Lee, Va., $ 1.00.
Clo. $ 4.62 Ord. $ 1.50.

This soldier† ... has ... an allotment running.
(Has or has not.)

His character is† Excellent

I have personally verified all entries under "Due United States."

Samuel J. Brown
Capt. Inf. USA., P1 Adjutant. Commanding.

2d IND.*

..... 191

To .....

This soldier* .....

He was last paid to include 191

By .....
(Rank and name of quartermaster.)

Due United States (See Instruction 8); if nothing, so state:

This soldier† ..... an allotment running.
(Has or has not.)

His character is† .....

I have personally verified all entries under "Due United States."

..... Commanding.

* Give change of station or status of soldier, with number, date, and source of order.
† To be filled out in handwriting of officer signing indorsement.

(9) 2—275

(8)

DEPOSITS.

Date.	Amount. Dols.	Amount. Cts.	Quartermaster.
5/10/18	15	00	J.J. Murphy Capt. QMC USA
6/11/18	35	00	J.J. Murphy Capt. QMC USA
7/14/18	25	00	J.N. Carrigan Capt. QMC USA

Additional sheets for "Deposits," if required, will be attached here. (See Instruction 11.)

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Each entry on this page will be initialed. (See Instructions 12.)

GRATUITOUS ISSUES OF CLOTHING.

Date of Issue.	Value. Dols.	Value. Cts.	Date of Issue.	Value. Dols.	Value. Cts.

CLOTHING SETTLEMENTS.

(To be made semi-annually and when soldier is separated from the active service.)

Date of Settlement.	Allowance.	Money value of Clothing Drawn Since Last Settlement.	Balance Due United States.	Balance Due Soldier.

ALLOTMENTS

Class "A" Allotment
$ 15 per month for ..... months beginning with the month of April 1918; discontinued ..... 191 ;
Class "C" Allotment WRI $ 10,000.
$ 6.60 per month for ..... months beginning with the month of ..... 191 ; discontinued ..... 191 ;
$ ..... per month for ..... months beginning with the month of ..... 191 ; discontinued ..... 191 .

(7) 2—275

VI. ALLOTMENTS AND INSURANCE

ALLOTMENTS

178. Allotments.—In accordance with telegraphic instructions from the War Department, dated June 26, 1918, the law regarding allotments and insurance has been changed. The following notes regarding allotments and insurance practically cover all that one needs to know regarding this matter. These changes effective July 1st, 1918.

(a) Forms 1-B and 2-A are made out in duplicate; original forwarded to Bureau of War Risk Insurance, Washington, D. C., through the Camp Insurance Officer.

(b) In case deductions are made for more than one month on the pay roll, enter the total amount to be deducted in one sum and not two or more entries.

(c) In pro-rating allotments, make no deduction for the 31st day of the month.

(d) Section 210, War Risk Insurance Act as amended, provides, "The amount of each monthly allotment and allowance shall be determined according to the family conditions existing on the first day of the month."

179. Class "A" allotments.—

Commencement:	(a) In case of enlistment; pro-rated from date of enlistment.
	(b) Marriage or birth; starts from first day of following month.
Allotment:	Always $15.00.
Allowances:	(a) Wife, $15.00.
	(b) Wife and one child, $25.00.
	(c) Wife and two children, $32.50.
	(d) No wife, but one child, $5.00.
	(e) No wife, but two children, $12.50.
Discontinuance:	(a) Report to AGO, duplicate of report to Insurance Officer.
	(b) Proportionate deduction on final statements.
	(c) War Risk Form 1-B of deserters.

180. Class "B" allotments.—Class "B" allotments are restricted to cases where allowances are claimed where soldier has given over $15.00 per month in civil life. All other Class "B" allotments and allowances were discontinued automatically on June 30, 1918.

Commencement:	(a) 1st day of first whole month.
Allotment:	(a) Always $15.00 if no Class "A" allotment.
	(b) Always $5.00 if there is also Class "A" allotment.
Allowances:	(a) One parent, $10.00.
	(b) Two parents, $20.00.
	(c) Each brother or sister, $5.00.

Discontinuance: (a) Report to AGO in duplicate to insurance officer.

(b) Proportionate deduction on final statements

(c) In case of marriage of a Class "B" alloter, consequent right to reduce Class "B" allotment to $5.00, $15.00 must be charged Class "B" allotment until the Bureau of War Risk Insurance notifies giving power to reduce.

181. Class "C" allotments.—

Commencement: Date of signature.

Allotment: Deduct for the whole month only; if there is not enough pay to cover the full amount, deduct from the first of next month.

Discontinuance: (a) Report to AGO, duplicate to insurance officer.

(b) Deduct only to last full month.

(c) There is no pro-rating of Class "C" allotment on final statement.

(d) Enemy aliens may not be designated as beneficiaries of War Risk Insurance.

(e) "His Mark" as a signature on War Risk Insurance must be authenticated by officer witnessing the form.

182. Class "D" allotments.—Class "D" allotments pertain only to premiums due for insurance in outside companies.

183. Class "E" allotments.—

Allotment: (a) 3rd Liberty Loan Bond to Secretary of the Treasury. For each bond of $50.00: $5.00 per month, April, 1918, to January, 1919, inclusive. There will be no reduction of 5% for the January payment.

(b) Form QMC 38 for all other allotments.

(c) The serial number of the soldier must always be on the allotment blank.

(d) All additional Class "A" voluntary allotments.

(e) All voluntary Class "B" allotments where allowances are not claimed.

(f) All other allotments.

Discontinuance: Notify the Quartermaster General of the Army on Form 39 QMC.

184 (a). Treasury Decision No. 24. Letter A. G. O., October 7, 1918.

"All insurance heretofore or hereafter written shall be continued at the monthly premium rates for the age (nearest birthday) of the insured when the insurance became effective; provided, that on July 1, 1919, and annually thereafter, all such monthly premium rates shall be charged to the rate for an age one year higher according to the schedule of premium rates in use by the Bureau and set forth on the reverse side of Treasury Form 2-A, revised, in respect of all insurance which shall have been in force as much as twelve months prior thereto."

From the above it follows that insurance policies taken out in November and December, 1917, in January, February, March, April, May and June, 1918, and on July 1, 1918, have their anniversary on July 1, 1919. Policies taken out in July, 1918, after the first day of the month, in August, September and October, 1918, and hereafter up to and including July, 1919, have their anniversary on July 1, 1920.

Change of monthly premium rates as set forth on the reverse side of Treasury Form 2-A in all cases will be effective as of the anniversary dates mentioned.

184 (b). Par. 5, G.O. 83 W.D., Sept. 10, 1918.

The duplicate allotment and insurance applications will be forwarded to the Adjutant General of the Army as soon as the entries have been made on the service record and the pay card.

The company commander will write or stamp the word "Duplicate" at the top of the first page of each application.

The officer making the notation on the service record and pay card will write or stamp the words "Entered on Pay Card or Entered on Service Record" as the case may be and initial same.

The amount of the insurance as well as the premium will be stated on the service record.

The best system for the personnel adjutants to keep their record of the allotment or insurance will be to make an extra form and file with the service record. If this system is not practical a card system containing the following data will be found to be useful:

(1) Soldier's full name, rank and army serial number.

(2) Organization and date of enlistment.

(3) Insurance: Date of application, amount of insurance and premium.

(4) Allotments: Effective date of application or effective date of latest change application.

(5) Allottees: Showing relationship of both Class A and B allottees.

185.—

WAR DEPARTMENT

Washington, November 1, 1918.

Circular
No. 49.

REFUNDMENT OF OVERDEDUCTION FOR ALLOTMENTS.

1. War Risk Insurance Bulletin No. 109 has reference only to those cases where circumstances require the approval of the Bureau of War Risk Insurance before allotments once deducted may be repaid. When officers or enlisted men are entitled to credit on pay accounts of pay rolls for amounts which have been withheld or collected as allotments through error, and the facts are known to the officer entitled to such credit or to the officer certifying the pay roll of the enlisted men, it is not necessary to secure authority from the War Department of the Bureau of War Risk Insurance for reimbursement.

2. In cases where overdeductions for allotments, including insurance premiums, have been made from the pay of officers or enlisted men through wrong amounts being withheld or through double payments resulting in the allotments being twice withheld and such deductions have been included on abstracts of allotments forwarded by disbursing officer, the following method will be pursued when adjustments are made:

All allotment abstracts covering allotments withheld or collected during the period covered by the money account will be totaled. Following the total of allotments so deducted and under the caption *"Allotments Prepaid,"* there will be listed on the abstract the names of the officers or enlisted men, with amounts in the proper columns, all allotments with which such officers and men have been credited and repaid in said money accounts, because of previous erroneous or double deductions. The total of allotments repaid will be deducted from the total of allotments withheld, so as to show the net amount of allotments of each class withheld over the amount repaid. This information is necessary in order that the records of the War Department as to the amount due the Treasury Department for Liberty allotments and the Bureau of War Risk Insurance for allotments of Classes A, B, and insurance premium may be kept correctly.

(243.34, A.G.O.)

185a.

Co. "B", 302nd Regt. Infantry
Sergeant Harry Brown (9876542)
(Name and rank of allotter.)
September 20th, 1918
(Date of enlistment.)

ORIGINAL.
To be sent to Quartermaster General.

Q. M. C. Form 38.

Camp Devens, Ayer, Massachusetts October 5th, 1918
(Station.)

The undersigned hereby allots to Emma Francis Brown
(Name of allottee.)

at 242 Pleasant Street New Bedford, Massachusetts
(Give complete post-office address.)

$ 20.00 *per month, for* 12 *months, commencing the* first *day*

of November, 1918, *and expiring the* thirty-first *day of* October, 1919

the amount to be deducted from his pay for each month of the stated period.

Frank X. Perron
FRANK X. PERRON
(Certifying officer.)

Harry Brown
HARRY BROWN
(Signature of allotter.)

Captain, Infantry, U.S.A.

NOTE.—In no case should the soldier's allotment be made to commence with a date prior to his enlistment, or to extend beyond the date of expiration of his term of enlistment. State inclusive dates of allotment period.

Co. "D", 302nd Regt. Infantry
Sergeant Harry Brown (9876542)
(Name and rank of allotter.)
September 20th, 1918
(Date of enlistment.)

DUPLICATE.
To be retained as record.

Q. M. C. Form 38.

Camp Devens, Ayer, Massachusetts October 5th, 1918
(Station.)

The undersigned hereby allots to Emma Francis Brown
(Name of allottee.)

at 242 Pleasant Street New Bedford, Massachusetts
(Give complete post-office address.)

$ 20.00 *per month, for* 12 *months, commencing the* first *day*

of November, 1918, *and expiring the* thirty-first *day of* October, 1919

the amount to be deducted from his pay for each month of the stated period.

Frank X. Perron
FRANK X. PERRON
(Certifying officer.)

Harry Brown
HARRY BROWN
(Signature of allotter.)

Captain, Infantry, U.S.A.

Allotment discontinued ..... *Request sent to Quartermaster General*

Reason for discontinuance .....

NOTE.—In no case should the soldier's allotment be made to commence with a date prior to his enlistment, or to extend beyond the date of expiration of his term of enlistment. State inclusive dates of allotment period.

2—2976

186.

Co. ..... Regt. .....

(Name and rank of allotter.)

DISCONTINUANCE. (SOLDIER'S ALLOTMENT.)

Camp Devens, Ayer, Massachusetts (Station.), December 10th (Date.), 1918

The allotment of Sgt. Harry Brown (9876542) (Name of allotter.), Co. "D", 302nd Infantry (Organization.)

of $ 20.00 *per month for* 12 *months, commencing* November 1st, 1918

to Emma Francis Brown (Name of allottee.), 242 Pleasant Street, New Bedford (Street and No.)

Mass. (State.), *is hereby discontinued to take effect* January 1st (Month and date.), 1910

Reason for discontinuance Making of allotment on Form 1-B

At this date the records show the soldier paid to include November 30th, 1918

The allotment has been deducted from his pay to include November 30th, 1918, *but will be continued upon the pay rolls until acknowledgment of this discontinuance is received—as required by Paragraphs 1350 and 1351, A. R., 1913.*

Frank X Perron
(Certifying officer.)
FRANK X. PERRON
Captain Infantry USA

Harry Brown
(Signature of allotter.)
HARRY BROWN

NOTE.—The discontinuance of an allotment should be made to take effect the last day of a calendar month.

2—2234

Q. M. C. Form 39.
Authorized April 15, 1913.

187. Q. M. C., Form 38-A

OFFICERS' ALLOTMENT OF PAY

(To be executed and forwarded in DUPLICATE as indicated in Note 1.)

.....

I hereby allot.....of my pay per month for the period of..... months, commencing the first day of....., 1918, and expiring the last day of....., 1919, to.....who is my....., and whose address is.....

Place the amount of this allotment to the credit of my allottee with (See Note 2.).....

Notation of the amount allotted will be made by me on my monthly pay accounts during the period of this allotment.

(Signed in duplicate) .....

.....

Note 1. If under orders for oversea duty this allotment will be sent directly to the Depot Quartermaster, Washington, D. C. If already at oversea station, it will be sent to the Depot Quartermaster, Washington, D. C., through the Chief Quartermaster or Department Quartermaster, where officer is serving, who will make record thereof.

Note 2. Officer will insert name and location of bank if he desires the amount placed to the credit of the allottee with a bank.

Note 3. See paragraph 1259½ A. R.

.....

(See Note 1.) .....191..
Place Date

Noted and made of record.

.....
Name Rank

Office of Department or Chief Quartermaster.

WAR RISK ALLOTMENTS

188. **Who may be beneficiaries.**—Only one or more of the following should be designated as beneficiaries:

Husband or wife.

Child, including legitimate child; child legally adopted before April 6, 1917, or more than six months before enlistment or entrance into or employment in active service, whichever date is the later; stepchild, if a member of the insured's household; illegitimate child, but, if the insured is his father, only if acknowledged by instrument in writing signed by him, or if he has been judicially ordered or decreed to contribute to such child's support, and if such child, if born after December 31, 1917, shall have been born in the United States or in its insular possessions.

Grandchild, meaning a child, as above defined, of a child as above defined.

Parent, including father, mother, grandfather, grandmother, father through adoption, mother through adoption, stepfather, and stepmother, either of the insured or of his or her spouse.

Brother or sister, including brothers and sisters of the half blood as well as of the whole blood, stepbrothers and stepsisters and brothers and sisters through adoption.

189. Court-martial forfeitures.—No court-martial forfeiture affects deductions for classes A, B, C, and Liberty Bond Allotments.

190. Marriage.—If an enlisted man was in the service on the first day of the month and married during the month, no allotment or allowance will be paid until the first of the succeeding month, and no deduction from pay will be made until that time.

191. Birth.—If an enlisted married man was in the service on the first day of the month and there had been a child born on any other day than the first of the month, there is no family allowance for such child during the month of its birth. The increased family allowance commences on the first of the succeeding month. This, of course, does not effect the pay roll as $15.00 is the maximum Class A Allotment.

192. Divorce.—If a man enlists after the first of the month, having a wife or child or former wife divorced who has been decreed alimony and has not been remarried, his compulsory allotment commences on the date of his enlistment and deduction from pay is made accordingly, on pro-rata basis.

193. Discontinuances of Class B, in favor of Class A allotment.—In all cases where a Class B allotment asking for Government help is discontinued in favor of a Class A allotment, the deduction from pay for Class B allotment must continue until authority for discontinuance of Class B allotment is received. If $15.00 Class B allotment is reduced to $5.00 under similar circumstances, the full $15.00 Class B deduction must be made pending receipt of notification of reduction. In such cases if soldier does not have sufficient pay to cover deductions, the balance due United States must be shown until proper adjustment is reached.

194.

TREASURY DEPARTMENT
Bureau of War Risk Insurance
Division of
Military and Naval Insurance
Form 12—Revised 4-18

APPLICATION FOR FAMILY ALLOWANCE AND INFORMATION FOR ALLOTMENT OF PAY

No. 6789876 (My serial number)

For the Army: A duplicate of this form must be retained with the service record

(Answer ALL questions; give ALL information requested; if not typewritten, use clear legible handwriting, preferably print-hand writing.)

My name is William (First name) Barton (Middle name) Cummings (Last name) Corporal Co. D 302nd Inf. (Rank and organization)

Home post office 458 Washington Avenue (No. and street or rural route) Saint Louis Missouri (City, town, or post office) *Age* 30 (Nearest birthday)

Birth Jan. 25th 1888 (Date) Chicago Illinois (Place) *Service* September 3rd 1918 (Date of last entrance into active service) *Pay,* $ 36.00 (Present pay in U. S.)

Changes None (Changes in rank or pay, if any, since Nov. 1, 1917)

CLASS A—ALLOTMENTS COMPULSORY

I certify that the persons named below, and none other, come within Class A (wife, former wife divorced, or child, as defined in the Act of October 6, 1917).

(If you have no Class A relative, write "NONE" in the appropriate Name column. If you claim exemption from the compulsory allotment, fill out the Treasury Form No. 52 and attach herewith.)

Relationship to Me	Age	Name (First)	(Middle)	(Last name)	Home Post-Office Address: No. and Street or Rural Route	City, Town, or Post Office	State	Date of Birth: Month	Day	Year	If Married, City, State; If Not, Enter "No"	Do you Apply for a Gov't Family Allowance?
Wife	28	Emma	Louise	Cummings	458 Wash. Ave.	St. Louis	Mo.	Feb.	6	'90	Jan. 7/17	Yes Yes or No
Child		None										Yes or No
Child												Yes or No
Child												Yes or No
Child												Yes or No
Divorced Wife		None						Monthly Payment by Court, $		Discontinued	Remarried Yes or No	Yes or No

If you wish to make an allotment to your wife or children in addition to the compulsory allotment, state amount of additional allotment, $
In the Navy, such additional allotment should be made on S. and A. Form No. 6.

CLASS B—ALLOTMENTS NOT COMPULSORY

Allotments in Class B may be made only to the following relatives: parent (father, mother, grandfather, grandmother, stepfather, stepmother), either of yourself or spouse; brother, sister, half brother, half sister, stepbrother, stepsister, adopted brother, adopted sister, grandchild, and children of an enlisted woman. *To get the Government allowance they must be dependent upon you; but they need not be dependent to get your allotment.*

I hereby make voluntary allotments for Class B, to begin on the 1st *day of* October *, 191*8

Relationship to Me	Age	Name (First)	(Middle)	(Last name)	Home Post-Office Address: No. and Street or Rural Route	City, Town, or Post Office	State	My Habitual Monthly Contribution to Class B Dependents Before Entering Service.	Amount of Allotment	Do You Apply for a Gov't Family Allowance?
Mother	60	Francis	May	Cummings	22 Paul St.	St. Louis	Mo.	$5.00	$5.00	Yes Yes or No
										Yes or No
										Yes or No
										Yes or No
										Yes or No

IMPORTANT NOTICE.—If you make allotments to minors in Class A or Class B you should give on the line below the full name, age, and post-office address of the person having their actual care and custody. Unless you request otherwise, payment will be made to such person if of legal age. It is not necessary to secure the appointment of a guardian by court proceedings.

This form should be used for the allotment of pay only to relatives specified above in Class A and Class B.

For all other allotments use Q. M. Form No. 36 in the Army, and S. and A. Form No. 6 in the Navy.

Is this your first application for allowance? Yes (Yes or No)

If you wish to present additional information, write on back of this sheet.

Signed at (on board) Camp Devens, Mass.
the 5th *day of* September *, 191*8

I hereby certify that all the foregoing statements are correct and that every member of Class B for whom I claim family allowance is dependent upon me for support in whole or in part.

Witnessed by: Frank X. Perron (Commissioned or Enlisted officer)
FRANK X. PERRON
Rank Captain, Infantry, U.S.A.

(*Sign here distinctly*) WILLIAM BARTON CUMMINGS (First name) (Middle name) (Last name)
WILLIAM BARTON CUMMINGS

6789876

(1) The allowance as shown on this application will be for Class "A": $ 15.00
Class "B" $ 10.00
Total $ 25 .00

(2) The monthly allotment which I shall charge against the applicant on the pay roll is for Class "A" $ 15.00
Class "B" $ 5.00
Total $ 20.0 0

(3) The applicant's rate of pay per month is $ 36.00

(4) The charge on the pay roll of the above-mentioned allotments commenced
Class A. 3rd (Day), September (Month), 19 18
Class B. 1st (Day), October (Month), 19 18

(Signed by) FRANK X. PERRON
FRANK X. PERRON
Rank Capt. Inf. USA

Entered on pay card by SEC
(Initials Personnel Officer)

Entered on service record by FXP
(Initials Company Commander)

2—4369

195.

TREASURY DEPARTMENT
BUREAU OF WAR RISK INSURANCE
Division of
Military and Naval Insurance
Form 82

INFORMATION FOR CLAIM FOR EXEMPTION FROM COMPULSORY ALLOTMENT

(This form must be filled out in triplicate)

Army / Navy } Serial Number 2345678

My full name is Grant (Given.) Howard (Middle.) Williams (Last name.) Corp., Co. "D", 302nd Inf (Rank and organization.)

Home address 164 Main Street (Number and street or rural route.) Fairhaven (City, town, or post office.) Massachusetts (State.)

Place of enlistment New Bedford, Massachusetts

My wife's name is Edna (Given.) Louise (Middle.) Williams (Last name.)

My wife's maiden name Edna Louise Mayo

Her address just before marriage 247 Cottage Street, New Bedford, Massachusetts

Date of marriage November 16, 1917 Place of marriage Elkton, Maryland

We lived together Six months (Number of years and months.) 164 Main Street (Street number.) Fairhaven, Massachusetts (City.)

My wife's last known address is 2235 Washington Street, Boston, Massachusetts
(If you do not know address, give name and address of person who can furnish this information.)

My children's names, ages, and addresses are: None

(Given.) (Middle.) (Last name.) (Age.) (Address.)

They are being cared for by None (Name of custodian or guardian.) (Address.)

Names and addresses of my wife's parents:

John James Mayo (Name.) 247 Cottage Street (Address.) New Bedford, Massachusetts

Helen Louise Mayo (Name.) 247 Cottage Street (Address) New Bedford, Massachusetts

196.

I claim exemption from making compulsory allotment to—

(Name.)	(Relationship.)
Edna Louise Mayo	Wife

on the following grounds:

(NOTE.—Set forth here the facts, not surmises or suspicions. If any witnesses, give names and addresses. If adultery is charged, give, if possible, name of the man and time and place of said act.)

The complete claim for which exemption is claimed must be set forth hereon clearly and plainly in this space. State every bit of evidence that you may have been able to obtain that pertains to the case.

This statement must be sworn to before the Adjutant of the regiment.

(SIGNED) GRANT HOWARD WILLIAMS
(Signature.)
GRANT HOWARD WILLIAMS.

Sworn to before me this ..... day of ....., 1918.

.....
(Official capacity.)

197.

TREASURY DEPARTMENT
BUREAU OF WAR RISK INSURANCE
Division of
Military and Naval Insurance
FORM 2 A (Revised)

APPLICATION FOR INSURANCE

My service number is 6789876
(Service number)

My full name is WILLIAM (Given) BARTON (Middle) CUMMINGS (Last name)

Home address 432 Washington Ave. (No. and street or rural route) Saint Louis (City, town, or post office) Missouri (State)

Date of birth March (Month) 16th (Day) 1890 (Year) *Age* 28 (Nearest birthday)

Date of last enlistment or entry into active service April 10th, 1918
(Give month, day, and year)

I hereby apply for insurance in the sum of $ 10,000.00 *payable as provided in the Act of Congress approved October 6, 1917, to myself during total permanent disability and from and after my death to the following persons in the following amounts:*

RELATIONSHIP TO ME	NAME OF BENEFICIARY (Given) (Middle) (Last name) (If married woman her own Christian name must be stated)	POST-OFFICE ADDRESS (a) No. and street or rural route (b) City, town, or post office and State.	AMOUNT OF INSURANCE TO BE PAID TO EACH BENEFICIARY
Wife	Helen May Cummings	(a) 432 Washington Ave. (b) Saint Louis, Missouri	$ 7500.
Mother	Emma Francis Cummings	(a) 69 Broadway (b) Saint Louis, Missouri	2500.
		(a) (b)	
		(a) (b)	

I authorize the necessary monthly deduction from my pay, or, if insufficient, from any deposit with the United States, in payment of the premiums as they become due, unless they be otherwise paid.

I offer this application, and it is to be deemed made, as of the date of signature, with premiums commencing from that date and payable at the end of each calendar month, beginning with the month in which application is made.

I wish Insurance Certificate sent to: (Name) Helen May Cummings

(Address) 432 Washington Ave., St. Louis, Mo.

Signed at (on board) Camp Devens, Mass.

the 12th *day of* April, *1918*

Witnessed by: Charles O. Peary

Sign here WILLIAM BARTON CUMMINGS
WILLIAM BARTON CUMMINGS.

Rank Captain, Infantry, USA

Commanding Co. A, 302nd Infantry

Private (Rank or rating) Co. A, 302nd Infantry (Organization)

(This space for any notations insurance officers may deem necessary.)

(OVER)

198.

MONTHLY PREMIUMS FOR EACH $1,000 OF INSURANCE

(Each $1,000 of insurance is payable in installments of $5.75 per month for 240 months; but if the insured is totally and permanently disabled and lives longer than 240 months the payments will be continued as long as he lives and is so disabled.)

Age	Monthly premium	Age	Monthly premium
15	$0.63	40	$0.81
16	.63	41	.82
17	.63	42	.84
18	.64	43	.87
19	.64	44	.89
20	.64	45	.92
21	.65	46	.95
22	.65	47	.99
23	.65	48	1.03
24	.66	49	1.06
25	.66	50	1.14
26	.67	51	1.20
27	.67	52	1.27
28	.68	53	1.35
29	.69	54	1.44
30	.69	55	1.53
31	.70	56	1.64
32	.71	57	1.76
33	.72	58	1.90
34	.73	59	2.05
35	.74	60	2.21
36	.75	61	2.40
37	.76	62	2.60
38	.77	63	2.82
39	.79	64	3.07
		65	3.35

The smallest amount of insurance which may be applied for is $1,000 and the largest amount is $10,000. Between such limits insurance may be applied for in any sum provided it is in multiples of $500.

Insurance may be applied for in favor of one or more of the following persons:

Husband or wife.

Child, including legitimate child; child legally adopted before April 6, 1917, or more than six months before enlistment or entrance into or employment in active service, whichever date is the later; stepchild, if a member of the insured's household; illegitimate child, but, if the insured is his father, only if acknowledged by instrument in writing signed by him, or if he has been judicially ordered or decreed to contribute to such child's support, and if such child, if born after December 31, 1917, shall have been born in the United States or in its insular possessions.

Grandchild, meaning a child, as above defined, of a child as above defined.

Parent, including father, mother, grandfather, grandmother, stepfather, and stepmother, either of the insured or of his/her spouse.

Brother or sister, including brothers and sisters of the half blood as well as of the whole blood, stepbrothers and stepsisters and brothers and sisters through adoption.

Camp Devens, Massachusetts

13th (Day.), April (Month.), 1918

Charge / Checkage of premium ($ 6.80) will be made by me monthly, beginning with month in which application is dated.

First {charge / checkage} made 1st. (Day.), April (Month.), 1918

(SIGNED) ~~FRANK X. PERRON~~ 2nd Lt. Inf. USA,
FRANK X. PERRON.
Commanding Asst Par Adjt.

199.

TREASURY DEPARTMENT
BUREAU OF WAR RISK INSURANCE
Division of
Military and Naval Insurance
Form 724.

Insurance Section.

CHANGE OF BENEFICIARY OF WAR RISK INSURANCE

My serial number is 23456789 (Serial number.)

My full name is FRANK (Given.) WILLIAM (Middle.) KEARNS (Last name.) (Please print.)

Home address 765 Main Street (No. and street or rural route.) Fall River (City, town, or post office.) Massachusetts. (State.)

Date of birth November (Month.) 27th (Day.) 1890 (Year.)

Date of last enlistment or entry into active service September 5th 1918 (Give month, day, and year.)

I hereby cancel all previous designations of beneficiaries and direct that my insurance under the Act of October 6, 1917, which amounts to $ 10,000.00 *, be paid from and after my death to the following persons in the following amounts:*

RELATIONSHIP TO ME	NAME OF BENEFICIARY (Given) (Middle) (Last name) (If married woman, her own Christian name must be stated)	POST-OFFICE ADDRESS (a) No. and street or rural route (b) City, town, or post office and State	AMOUNT OF INSURANCE TO BE PAID TO EACH BENEFICIARY
Wife	Emma Louise Kearns	(a) 765 Main Street (b) Fall River, Massachusetts.	$ 7500.00
Mother	Florence May Kearns	(a) 234 High Street (b) Fall River, Massachusetts.	2500.00
		(a) (b)	
		(a) (b)	

Signed at (~~on board~~) Camp Devens, Massachusetts

the 10th *day of* November, *191* 8

Witnessed by Frederick E. West FREDERICK E. WEST

Sign here Frank William Kearns. FRANK WILLIAM KEARNS

Rank 2nd Lt. Inf. USA.

Commanding Ass't Personnel Adjutant/. Corp. (Rank or rating.) Co. "D" 302nd Inf. (Organization.)

IMPORTANT NOTICE TO THE INSURED.—The above form revokes all previous designations of beneficiaries for the full amount of insurance. The insured should herein make designation for the full amount of War Risk Insurance carried by him.

Only one or more of the following should be designated as beneficiaries:

Husband or wife.

Child, including legitimate child; child legally adopted before April 6, 1917, or more than six months before enlistment or entrance into or employment in active service, whichever date is the later; stepchild, if a member of the insured's household; illegitimate child, but, if the insured is his father, only if acknowledged by instrument in writing signed by him, or if he has been judicially ordered or decreed to contribute to such child's support, and if such child, if born after December 31, 1917, shall have been born in the United States or in its insular possessions.

Grandchild, meaning a child, as above defined, of a child as above defined.

Parent, including father, mother, grandfather, grandmother, father through adoption, mother through adoption, stepfather, and stepmother, either of the insured or of his/her spouse.

Brother or sister, including brothers and sisters of the half blood as well as of the whole blood, stepbrothers and stepsisters and brothers and sisters through adoption.

NOTE.—This form to be made in duplicate; one copy to be sent to the Bureau of War Risk Insurance, Treasury Department, and one copy to be attached to soldier's application for insurance.

3—4444

SOLDIERS' AND SAILORS' CIVIL RELIEF ACT

200. Benefits.—The benefits of the Soldiers' and Sailors' Civil Relief Act are extended to those in the military and naval service as defined in Section 101 of the Soldiers' and Sailors' Civil Relief Act.

201. Policies affected.—The policies of insurance, under which the relief is granted, must have been issued and had at least one premium paid thereon prior to September 1, 1917.

202. Special rules.—Such policies of insurance must have been issued by a life insurance company or association which is required by law to maintain a reserve, or which, if not so required, have made or shall make provision for the collection, from all those insured, of a premium to cover the special war risk of that portion of those insured persons who are in the military service.

203. Lapsed policies.—Relief will not be granted under policies upon which premiums are due and unpaid for a period of more than one year at the time when application for such relief is made.

204. Policies with loans outstanding.—Relief will not be granted under any policy on which there is outstanding a policy loan or other indebtedness equal to or greater than 50 per cent. of the cash surrender value of the policy.

205. Face value of policies.—Relief will not cover over $5,000.00 of face value of policies.

206. Voidable policies.—Relief will not cover a policy which is void or which may at the option of the insurer be voidable, if the insured is in military service, either in the country or abroad, nor any policy which as a result of being in military service, either in this country or abroad, provides for the payment of any sum less than the face value thereof or for the payment of an additional amount as premium.

207. Application to war risk insurance.—The Soldiers' and Sailors' Civil Relief Act does not apply to insurance issued by the Bureau of War Risk Insurance, Treasury Department.

208.

TREASURY DEPARTMENT
BUREAU OF WAR RISK INSURANCE
Division of
Military and Naval Insurance
Form 718

APPLICATION.

Application for Relief under the Soldiers' and Sailors' Civil Relief Act.

Use a separate set (application and copy) for each policy or certificate under which you are asking relief.
Send this application to the Life Insurance Company, Association, or Fraternal Society.

To Metropolitan Life Insurance Co.
(State here the name of the company, association, or society in which you are insured)

Address of its Head Office Metropolitan Building, New York, N. Y.

My full name is William (Given) Henry (Middle) (98765432) Brown (Last name)

Home address 345 Main Street (No. of street or rural route) Fall River (City, town, or post office) Massachusetts (State)

Date of birth November (Month) 27 (Day) 1890 (Year)

Date of last enlistment or entry into active service January 5, 1916. (Give month, day, and year) Army or Navy Service number 98765432

My policy number is 234234543 The amount of the policy is $2500.00

I pay premiums to Metropolitan Life Insurance Co.

Located at 642 Main St. (Street) Fall River (City) Massachusetts (State)

The name of my lodge is none (If policy is a fraternal certificate) Number none

Located at none (Street) (City) (State)

The beneficiary, under this policy, is Sarah A. Brown (Name of beneficiary) Relationship Wife (Relationship to insured)

The address of the beneficiary is 345 Main St. (Street) Fall River (City) Massachusetts (State)

This policy is held by Sarah A. Brown

Whose address is 345 Main St. (Street) Fall River (City) Massachusetts (State)

I have not borrowed on this policy, excepting as follows: The amount borrowed is $ nothing

I have borrowed from none

Address none (Street) (City) (State)

I have not assigned this policy, excepting as follows: The assignment is to none

Whose address is none (Street) (City) (State)

I hereby apply for the benefits of Article IV of the Soldiers' and Sailors' Civil Relief Act, with reference to the above-described insurance on my life. This application is a consent to such modification of the terms of the original contract of insurance as are made necessary by the provisions of such article.

I agree that the United States shall be reimbursed for any money advanced on account of unpaid premiums on the above policy (with interest at the rate of 5 per cent per annum), out of the above policy, in the event of death or maturity, and out of any cash value, in the event such premiums are not paid within one year after the termination of the present war or the termination of my period of military service, whichever date is the earlier.

Signed at ~~(on board)~~ Camp Lee, Va.

the 30th day of October, 1918.

Witnessed by: James G. Kelly

Rank Capt., Inf., U. S. A.

Commanding Co. D., 302 Inf.

William Henry Brown (Sign here)

Corporal (Rank or rating) Co. 302 Inf. (Organization)

VII. PAY

PAY CARDS AND PAY ROLLS

General Provisions

The following regulations in regard to the subject of pay rolls and pay cards have been taken en bloc from the latest authority on this subject, i. e., Special Regulations 58-a.

209. Preparation of pay cards and pay rolls by personnel officer.—Beginning with May 1, 1918, accounts of pay of enlisted men will be kept by personnel officers, who will also prepare and authenticate pay rolls of companies and detachments. Each company and detachment commander will turn over to the personnel officer of his command or station the retained pay rolls for April, 1918, or for the last month for which the company or detachment was paid. He will also furnish the personnel officer with all data required for the preparation of pay cards and pay rolls, and will cooperate with him and render such assistance as may be necessary to insure a complete and accurate account being kept of the pay of each and every enlisted man of his company or detachment.

210. Procedure for companies and battalions detached.—When a company is to be detached from its battalion or other similar unit the personnel officer will turn over the pay cards for the men of the company and the retained pay roll for the preceding month, or last month for which the company was paid, to the company commander or to a lieutenant designated by the company commander as personnel officer. When a battalion is to be separated from its regiment the regimental personnel officer will turn over to the officer designated by the battalion commander as battalion personnel officer the pay cards of all the men of the battalion and the retained pay rolls for the preceding month, or the last month for which the companies of the battalion were paid. When a detached company or detached battalion rejoins the battalion or regiment the pay cards and all retained pay rolls will be turned in to the battalion or regimental personnel officer. Similar procedure will be followed when a company or detachment not forming part of a separate battalion or other separate unit is detached from or joins a command, post, camp, or other station.

211. Partial payments.—Advance or partial payments may be made to soldiers under orders to be transferred or detached or to change station, when such payments are necessary to enable them to settle their post exchange, post laundry, and other accounts before departure for their new station. In the American Expeditionary Forces partial payments may be made for other purposes when so ordered by the regimental, separate battalion, or other similar separate unit commander, or by a higher commander.

212. No partial payment shall exceed the proportionate part of the unobligated monthly pay which has accrued on the date the soldier is paid. To determine the unobligated monthly pay, all allotments, forfeiture, and other charges against the soldier will be deducted from his total monthly pay, including additional pay for marksman-

ship, gunner qualification, rating, etc. For example: If a soldier's total monthly pay is $35; his allotment, $15; insurance premium, $5; and forfeiture, $5; his obligated pay would be $10. If the partial payment is to be made on the 10th day of the month, he may be paid not exceeding ten-thirtieths of this amount, or $3.33. As a rule, partial payments should be in even dollars. In the example as stated, the soldier should, therefore, be paid $3, $2, or $1, as may be deemed advisable.

213. The amount and date of each partial payment will be entered on the soldier's pay card under "Forfeiture, deductions, and partial payments." Partial payments in individual cases will be made on War Department Form No. 369.

In case of a detachment of ten or more men a pay roll for the detachment will be prepared by the Personnel Adjutant.

214. Payments to Soldiers separated from service records.—Enlisted men while changing stations or on detached service and separated from their service records on or after the last day of the month for which pay is due may be paid from the data furnished by their pay cards by the nearest disbursing quartermaster on War Department Form No. 369, or in case of a detachment of ten or more men on a detachment pay roll. The quartermaster making payments in such cases will fill out and sign the next indorsement on the pay card of each soldier and will report the fact, date and amount of such payments by letter to the officers holding the service records of the men or to whom the service records were forwarded, who will deliver the letter with the pay cards to the personnel officer upon arrival of the men. This privilege will only be exercised when soldiers are unable to secure their pay in the regular manner.

PAY CARDS

215. Opening of pay cards.—A pay account for each enlisted man of the Army will be opened on the new form of pay card (Form No. 664, A. G. O.) as soon as the cards are received. For men entering the service in the future their pay accounts will be opened on this form upon enlistment or re-enlistment or upon entry into active service in case of reservist. Notation of changes in pay status of enlisted men will be made on the pay card from day to day or as the changes occur.

The grade and organization of the soldier will be written lightly in pencil immediately below his name at the bottom of the pay card and corrected from time to time as may be necessary.

Pending receipt of the new pay cards, data for the preparation of pay rolls will be kept by personnel officers in memorandum form.

216. Binders for pay cards.—Pay cards will be habitually kept on loose-leaf binders, for which purpose company and detachment commanders will turn over to the personnel officers the loose-leaf binders now used by them for keeping delinquency records (Q. M. C. Form 509). The punched end of the delinquency record card will be cut off so as to make the card the same length as the service record, with which it will be hereafter filed. The pay cards will be arranged alphabetically in the binders without regard to rank, a separate binder being provided for each company and detachment.

217. Procedure for keeping record of pay of enlisted men.—The following procedure will be observed in keeping the record of pay of enlisted men to insure the record being complete and up to date.

218. Absences.—Each absence affecting a soldier's pay status reported on the morning report will be noted under "Forfeitures, deductions, and partial payments," on the pay card of the absentee by the personnel officer, who will affix his initials immediately above the name of the absentee in the remarks on the morning report, to indicate that the notation has been made on the pay card.

219. Appointments, promotions, ratings, etc.—All orders announcing appointments, promotions, reductions, ratings, extra duty details, etc., and other communications affecting in any way the pay of enlisted men will pass through the personnel officer, who will write or stamp on the copy furnished to the company or detachment commander concerned the words "Entered on pay card," adding his initials. Information concerning appointments by a company or detachment commander, such as appointment of first sergeant, bugler, mechanic, etc., that change the pay status of enlisted men, will be taken by the personnel officer from copies of company orders submitted with the morning report, the personnel officer affixing his initials on the morning report above the name of each man concerned, to indicate to the company or detachment commander that the changes have been noted on the pay cards. In entering changes of status of enlisted men on morning reports the surnames only will be given, except in cases where there are two or more men of the same name in the company or detachment, when the surnames will be followed by the initials, i. e., "Sgt. Smith, J. M., aptd 1st Sgt."

220. Allotments.—The duplicate applications for allotments, all classes, and for insurance will be sent to the regimental or other headquarters with the morning report on the day following the mailing of the original applications to the department or division commander. The personnel officer will enter the amounts of the allotments and insurance premiums on the pay cards of the men and will return the duplicate applications to the company or detachment commander with the morning report, after writing or stamping on the application the words "Entered on pay card," followed by his initials.

221. When communications announcing action by The Bureau of War Risk Insurance on an application for the discontinuance of or change in an allotment, or when an acknowledgment from the depot quartermaster, Washington, D. C., that an allotment has been discontinued prior to the expiration of the allotment period is recived or when a class E allotment has run for the full period for which granted, the company or detachment commander will send the communication, acknowledgment, or duplicate allotment (Q. M. C. Form 38), as the case may be, to the personnel officer with the morning report. The personnel officer will enter the action taken on the pay card of the soldier and will return the communication, acknowledgment, or duplicate allotment form to the company or detachment commander after writing or stamping thereon the words "Entered on pay card," followed by his initials.

222. Charge sheets in case of trials by summary courts-martial.—In case of trial by summary courts-martial the copy of the charge

sheet completed as a copy of the summary court record for the company or detachment commander will pass through the personnel officer, who, after entering on the pay card the amount of any forfeiture, will write or stamp on the charge sheet the words "Entered on pay card," followed by his initials.

223. General and special courts-martial orders.—All general and special courts-martial orders will pass to the company or detachment commander through the personnel officer, who, after entering on the pay card the amounts of all forfeitures, if any, will write or stamp on the orders the words "Entered on pay card," followed by his initials.

224. When charges are to be entered on the pay roll against enlisted men for public property lost or damaged through neglect or carelessness (par. 686 A. R.) a statement of charges on Form 602 A. G. O., will be opened by the company or detachment commander on the day that the first charge for the month is made and closed on the last day of the month. The statement of charges containing the entries for the day will be submitted with the morning report to the personnel officer, who will after entering the data on the appropriate pay cards, affix his initials opposite the name of each man on the statement of charges and return the statement of charges to the company or detachment commander with the morning report. This procedure will be followed for each charge during the month. Pending revision of the form for statement of charges, a column will be ruled in the space provided for "Cause of Charge" and headed "initials of personnel officer."

225. Charges for clothing and articles of the individual mess equipment found to be missing when a soldier is discharged, dies, deserts, or is otherwise separated from the service, will not be entered on statement of charges. In such cases the company or detachment commander will prepare a certificate enumerating the articles found to be missing, giving prices thereof, and submit the certificate to the personnel officer with the morning report. The personnel officer will enter the total amount on the pay card of the soldier, write or stamp on the certificate the words "Entered on pay card," followed by his initials, and will return the certificate to the company or detachment commander with the morning report, for file with the individual equipment record of the soldier.

226. Miscellaneous charges.—All reports of stoppages, charges, or changes in soldier's pay status not enumerated above will be forwarded to the personnel officer, who will write or stamp on such report the words "Entered on pay card," followed by his initials and return reports to the company or detachment commander, or to the office from which received.

227. Indorsement on pay card in case of transfer or detachment.—When a soldier is to be transferred or detached the personnel officer will fill out and sign one of the indorsements on his pay card, showing date of indorsement, date to which he was last paid in full, and the name, rank and organization of the officer by whom paid. If the soldier has not been paid in full since he joined the company or detachment from which he is to be transferred or detached, the personnel officer will not fill out indorsement, but will affix his signature, preceded by the date, in the space between the signature to the last in-

dorsement and the date line for the next indorsement. If the soldier has not been paid in full since date of enlistment or since entry into active service, the personnel officer will affix his signature, preceded by the date, in the space immediately above the date line for the first indorsement. Partial payments will not be shown in indorsements on pay cards, such payments with dates and amounts being entered under "Forfeitures, deduction and partial payments."

228. **Transmission of pay card to new personnel officer.**—The pay card indorsed as provided in the preceding paragraph will be delivered by the personnel officer to the company or detachment commander, who will copy on Form 29a A. G. O. (Extract from service record), so much of the date on the pay card as may be necessary for the preparation of his indorsemnt on the soldier's service record. If the soldier is a member of a party to be transferred or detached, his pay card will be turned over by the company or detachment commander to the officer or non-commissioned officer in charge of the party. If he is to travel alone, or if no officer or non-commisioned officer be placed in command of the party, the card enclosed in a sealed envelope will be turned over to the soldier. Upon arrival of the party or individual soldier at the new station the pay card will be delivered to the new company or detachment commander, who will when practicable, compare the entries thereon with the service record and transmit the pay card to the new personnel officer. If through any reason a soldier is separated from his command without his pay card, as for example, should he be left sick in hospital, public or private, his pay card, indorsed as provided for in preceding paragraphs, will be forwarded directly to him without delay by his company or detachment commander, who will so inform the officer to whom he forwards the soldier's service record.

229. **Disposition of pay card in case of discharge, etc.**—When a soldier is to be discharged, dies, or is otherwise separated from the service, the personnel officer will fill out the next indorsement on the pay card and deliver the card to the company or detachment commander, who after preparing final statements, will forward the card to the Adjutant General of the Army with the soldier's service record, or in case of discharge, etc., prior to July 1st, 1918, will file it with the soldier's service record in the company or detachment. When a soldier is furloughed to the reserve, or relieved from active service in case of reservist, his pay card, properly indorsed, will be forwarded with the service record by the company or detachment commander to the officer charged with keeping reservist records.

230. **Procedure in case of loss of pay card.**—When a pay card is lost, misplaced, or destroyed, temporary pay card will be opened by the personnel officer from date obtained from the service and other available records. The personnel officer opening the card will write the word "TEMPORARY" above the words "PAY CARD" in the caption, and will make the following certificate in the space provided for the first indorsemnt: "I certify that the entries on this card are correct." Upon recovery of the original card it will be brought up to date from data on the temporary pay card and the latter will be cancelled and filed with the records of the company or detachment to which the soldier belongs.

231.

Form No. 644, A. G. O.
(Ed. May 23-18)

*Regular Army *National Army
*National Guard *Enlisted Reserve Corps
*Strike out words not applicable.

PAY CARD.

MONTHLY WAR RISK ALLOTMENTS (CLASSES A AND B)

Class A, $ 15.00 from Aug. 1, 1918 Discontinued ....., 191..

Class B, $ 5.00 from Aug. 1, 1918 Discontinued ....., 191..

Class ..., $ ..... from ....., 191.. Discontinued ....., 191..

MONTHLY WAR RISK AND PRIVATE INSURANCE PREMIUM. (CLASSES C AND D).

Class C, $ 6.70 from Aug. 1, 1918. Changed to $ ....., 191..

Class ..., $ ..... from ....., 191.. Changed to $ ....., 191..

Class ..., $ ..... from ....., 191.. Changed to $ ....., 191..

MONTHLY CLASS E ALLOTMENTS.
(Including Liberty Bond Allotments.)

Class E, $ ..... from ....., 191.. Discontinued ....., 191..

Class E, $ ..... from ....., 191.. Discontinued ....., 191..

Class E, $ ..... from ....., 191.. Discontinued ....., 191..

FORFEITURES, DEDUCTIONS, AND PARTIAL PAYMENTS.
(Stoppages for loss of or damage to Government property or supplies; amounts due on account of partial payments, overpayments, post exchange, post laundry, tailor, company fund, transportation, or subsistence; and stoppages, including detained pay, under sentence of a court-martial and on account of absence without leave, absence from duty because of disease resulting from the soldier's own intemperate use of drugs or alcoholic liquor or other misconduct, etc.)

Date.	Description and amount of stoppage.	Rolls on which deducted. (Give months and years.)
Aug. 12, 1918	Due US Ord 12¢	Aug/18 12¢
Sep. 5, 1918	Due P. I. 25¢	
....., 191..		
....., 191..		
....., 191..		
....., 191..		
....., 191..		
....., 191..		
....., 191..		
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....., 191..		
....., 191..		
....., 191..		

Date of enlistment July 30, 1918 Enlistment period 1st

Doe (Surname.) John H. (Christian name.) 6666666 (Number.)

Assigned to Co. "D", 309th Inf. ....., Aug. 1, 1918.

Transferred to Co. "L", 317th Inf. ....., Aug. 5, 1918.

Transferred to ....., ..., 191..

Grade Pvt 1cl O 7 ....., Aug. 30, 1918.

Grade Transfd as Pvt 1cl 8077, 4Div 9/5, 1918.

Grade ....., ..., 191..

Grade ....., ..., 191..

ADDITIONAL PAY.
(Marksmanship, gunner qualification, rating, mess sergeant, extra duty, certificate of merit, foreign service, short payment, etc. Give dates.)

Due sol difference between pay as Pvt. and Pvt 1cl fr Aug 30 to 31/18 Not entered on Aug/18 roll

Signature of soldier John H. Doe (SIGNED)
(To be signed and witnessed when card is started.)

Witnessed by G. G. Henshaw, 2nd Lt. Inf. U.S.A.
(Signature, with rank and organization of witnessing officer.)

† Date Sep 5, 1918. Last paid in full to include 8/31, 1918.

by Capt. H. F. Wilson, Q.M.C. U.S.A.
Charles H. Johnson, Capt. Inf. U.S.A. 33 Inf
(Signature, with rank and organization of personnel officer.)

Date ....., 191.. Last paid in full to include ....., 191..

by .....

(Signature, with rank and organization of personnel officer.)

† Date ....., 191.. Last paid in full to include ....., 191..

by .....

(Signature, with rank and organization of personnel officer.)

† Date ....., 191.. Last paid in full to include ....., 191..

by .....

(Signature, with rank and organization of personnel officer.)

† Date ....., 191.. Last paid in full to include ....., 191..

by .....

(Signature, with rank and organization of personnel officer.)

† To be filled out only in case of transfer or detachment.

INSTRUCTIONS.

1. A pay account on this form will be opened for each soldier upon enlistment or reenlistment, or upon entry into active service in case of reserves.
2. When the soldier is transferred or detached this card will be transmitted to the new personnel officer in the manner prescribed in the special regulations governing the preparation of pay cards.
3. Each erasure or interlineation on this card will be initialed by the personnel officer.
4. In case the space provided for any part of the record proves insufficient, the entries will be extended on an extra sheet provided for the purpose, Form No. 644a, A. G. O.
5. When the soldier is transferred to the reserve, discharged, or otherwise separated from the active service, his pay card will be filed with the service record.

MODEL REMARKS FOR PAY ROLLS

232. The following model remarks cover only the more common cases. Cases arising not covered herein will be stated according to facts of record.

ABSENCE

(a) In hands of civil authorities.
In hands CAuth fr Jan 10 to Feb 3/16, convicted (acquitted, released on bail, or released without trial).

(b) Without leave.
Awol Jan 10 to 15/16.

(c) Sick not in line of duty, G. O. 31,1912, and 45,1914.
Sick, not LDGO 31/12 and 45/14 Jan 1 to 15/16.inc.

APPOINTMENTS

(a) Aptd Sgt fr Corp R O 10 Jan 15/16.
(b) Aptd 1st Sgt fr Sgt O 9 Feb 12/18.
(c) Aptd Ck fr Pvt O 16 Sep 12/18.
(d) Aptd Corp fr Pvt O 4 Aug 9/18, under AR 275, the Co being absent from Regtl Hq.

APPOINTMENTS CONTINUED IN FORCE

(a) Disch Sep 5/18 wrnt as Sgt contd.
(b) Disch Sep 3/18 wrnt as Sgt and apmt as 1st Sgt contd.
(c) Disch Aug 23/18 apmt as Ck contd.

BONUS FOR FIRST REENLISTMENT

(a) Due Sol bonus for reenl. Former service: Enl Jan 7/13; disch in US (give reason) Feb. 2/17 deom Co A 33rd Inf as Pvt 1st enl period; Sbo at date of disch drawing 35c per day ED pay.

DESERTION

(a) **Simply desertion.**—Deserted at Fort Jay N Y Jan 10/16. Due US at date of desertion, Ord $1.52, C&GE $1.75; due Sol Clo $10; money value of clo drawn since enl $35 (having deserted in first six months of enlistment); due PE Ft Jay N Y $3. Last pd to Dec 31/15 by Capt Howard. Awol during current enlistment Jan 5 to 8/16 (or No awol).

(b) **Acquittal.**—Deserted at Ft Jay N Y Aug 10/15. Surrendered at Ft Sheridan Ill Aug 30/15. Tried for desertion and acquitted GCMO 60 C Dept Oct 5/15. Last pd to June 30/15 by Maj Howard.

(c) **Not guilty of desertion, but guilty of absence without leave.**—Deserted at Ft Sheridan Ill Oct 10/15. Apprehended by C Auth and delivered at Madison Bks N Y Jan 5/16. Tried, found guilty of awol only and sentd to forfeit 2/3 of his pay per mo for 2 mos GCMO 70 E Dept Feb 1/16. Last paid to Sept 30/15 by Capt Smith.

(d) **Sentence of desertion not involving dishonorable discharge.**—Deserted at Ft Missoula Mont June 5/15. Apprehended by CAuth and delivered at Ft McPherson Ga Jan 10/16. $50 reward pd for apprehension and delivery. Due US at date of desertion: Clo $10.50; PE Ft Missoula Mont $5; due sol for deps $10. (In case soldier

deserts after six months from enlistment, statement of money value of clothing drawn at date of desertion not required.) Convicted of desertion and sentenced to be confined at hard labor for 6 mos and forfeit 2/3 of his pay per mo for like period GCMO 150 E Dept Apr 5/16. Last pd May 31/15 by Maj Howard.

(e) **Sentence of desertion involving dishonorable discharge.**—Deserted at Ft Jay N Y Feb 5/16. Apprehended by CAut and delivered at Ft Sheridan Ill Feb 27/16. $50 reward pd for apprehension and delivery. Due US at date of desertion: Clo $10; money value of clo drawn to date of desertion $35 (having deserted in first six months of enlistment). Clo drawn since apprehension $2 (or no clo drawn since apprehension); due PE Ft Jay N Y $3. Convicted of desertion and sentd to be dishonorably disch forfeiting all pay and allowances due and to be confined at hard labor for two years GCMO 36 C Dept Apr 3/16. Dishonorably disch at Ft Sheridan Ill Apr 5/16. Last pd to Jan 31/16 by Capt Taylor.

(f) **Restoration to duty without trial.**—Deserted at Ft Snelling Minn Jan 20/16. Surrendered at Vancouver Bks Wash Feb 5/16. Restored to duty without trial SO 64 West Dept Mch 6/16. Due US at date of desertion: Clo $10.50; PE Ft Misoula Mont $5; due sol for deps $10. (In case soldier deserts after six months from enlistment, statement of money value of clothing drawn at date of desertion not required.) Last pd to Dec 31/15 by Capt Hood.

(g) **Removal of charge of desertion.**—Deserted Jan. 12/16. Surrendered to military control Feb 10/16. Charge of desertion removed as erroneously made par 5 SO 30 E Dept Feb 25/16. Awol Jan 12 to Feb 10/16. Last pd to Dec 31/15 by Maj Jones.

DISCHARGE, OR FURLOUGH TO THE RESERVE

(a) **Honorable.**—Honorably disch (or furloughed to the reserve) Jan 6/15 per (given reason).

(b) **Discharge.**—Disch Mch 4/16 by reason of imprisonment under sentence of civil court par 6 SO 45 W D Feb 25/16.

(c) **Dishonorable, for offenses other than desertion.**—Dishonorably disch at Ft Sam Houston Tex Mch 5/16, forfeiting all pay and allowances due GCMO 110 S Dept Mch 1/16. Due Sold: Deps $150, Clo $16. D&FS for deps given. Last pd Jan 31/16 by Capt Smith.

(d) **On surgeon's certificate of disability.**—Disch Jan 12/16 on SCD par 5 SO 7 WD Jan 10/16.

(e) **By purchase.**—Disch Jan 10/16 by purchase par 2 SO 3 C Dept Jan 4/16. (See G.O. 31, W. D., 1914.)

(f) **On account of a dependent parent (see G. O. 31, W.D., 1914).**—Disch Jan 25/16 on account of dependent parent par 5 SO 20 WD Jan 24/16.

EXTRA DUTY

(See G. O. 59, W. D., 1915.)

(a) SbO Jan 1 to 31/16 26 days worked 1 holiday.

(b) SbO Jan 1 to 31/16 31 days worked 5 Sundays and 1 holiday.

(c) Clerk office C Def Art Engr Jan 1 to 31/16 26 days worked 1 holiday.

FOREIGN SERVICE

(a) Left US for PI Jan 5/16.

(b) Arrived in US from Alaska Jan 10/16.

GUNNERS, RATED POSITIONS AND MARKSMANSHIP PAY

Remarks should be entered on the payrolls as prescribed by paragraphs 1343, 1344 and 1345, A. R.

OVERPAYMENT

(a) Due US $5 overpaid as ER for Jan 16 on Vou 200 of Capt Doe for Feb/16.

QUARTERMASTER SUPPLIES

(a) Due US Clo $6.50.

(b) Due US C&GE $1.25.

(c) Due US RS 50c.

REDUCTIONS

(a) Rd fr 1st Sgt to Sgt O 6 Jan 10/16.

(b) Rd fr Sgt to Pvt RO 10 Jan 13/16 O recd sd.

(c) Rd fr Ck to Pvt O 7 Jan 12/16.

(d) Rd fr Corp to Pvt SC Jan 6/16.

(e) Rd fr Sgt to Pvt and to forfeit 2/3 of his pay per mo for 2 mos GCMO 150 E Dept Mch 2/16.

RETIREMENT

Retired Jan 25/16 par 1 S O 20 WD Jan 24/16.

SENTENCES

(a) Forfeit 3 days pay SC Jan 5/16. (Date of approval by post Commander.)

(b) To be confined for 3 mos and to forfeit 2/3 of his pay per mo for a like period GCMO 50 E Dept Mch 2/16. $20 deducted for Feb on Mch/16 roll. Unexecuted portion of sent remitted SO 55 E Dept Apr 5/16.

(c) In a case where the full amount of the sentence has not been deducted, the sum already stopped should be shown on next roll.

SUBSISTENCE CHARGES

(a) All charges entered against enlisted men on account of subsistence must be concisely noted.

(b) Due US credit sales Sub/16 $1.50.

(c) Due US refundment of Sub/16 $3.

(d) Due US increased cost of rations Sub/16 $1.25.

(e) Due US com of rations $3 furnished by Capt Doe, Ft Myer Va June 5/16.

TRANSFER

(a) Transferred to 24th Inf Jan 20/16 par 1 SO 10 WD Jan 15/16. (Under loss, transferred.)

(b) Transferred as Sgt fr Sgt Co B this Regt RO 7 Jan 25/16.

(c) Transferred as Pvt fr Sgt Co B this Regt RO 8 Jan 27/16. O recd at station of Sol Jan 30/16.

(d) Date of receipt of order at station where soldier is serving is the date the transfer takes effect. If the transfer of a soldier from one organization to another changes his rate of pay, the date of the receipt of the order at the post where he is serving must always be shown.

TRANSPORTATION

Due US $20 for trans fr New York City to Ft Snelling Minn furnished by Capt Doe QMT?R No 7565 Feb 1/16.

AUTHORIZED ABBREVIATIONS FOR PAY-ROLLS

233. The following abbreviations cover most of the names, grades, or terms commonly used in the preparation of pay-rolls, and under no circumstances will any other abbreviations be used for those stated below:

Branches of the service:

Cavalry—Cav
Coast Artillery—CA
Dental Corps—DC
Engineers—Engrs
Field Artillery—FA
Infantry—Inf
Medical Corps—MC
Medical Department—Med Dept
Medical Reserve Corps—MRC
Ordnance Department—Ord Dept
Philippine Scouts—PS
Porto Rico Regiment of Infantry—PRRI
Quartermaster Corps—QMC
Signal Corps—Sig Cps
Veterinary Corps—VC

Departments, etc.:

Eastern Department—E Dept
Central Department—C Dept
Hawaiian Department—H Dept
Philippine Department—P Dept
Southern Department—S Dept
Western Department—West Dept
War Department—WD
Coast Defenses—C Def
District—Dist
Divisions—Div

Grades, etc.:

Company—
- Artificer—Art
- Chief Mechanic—Ch Mec
- Cook—Ck
- Corporal—Corp
- Farrier—Far
- First Sergeant—1st Sgt
- Horseshoer—Hs
- Mechanic—Mec
- Mess Sergeant—Mess Sgt
- Musician—Mus
- Private—Pvt
- Private, first class—Pvt 1cl
- Saddler—Sad
- Sergeant—Sgt
- Sergeant Major—Sgt Maj
- Stable Sergeant—Stab Sgt
- Supply Sergeant—Sup Sgt
- Wagoner—Wag

Battalion, Squadron, and Regimental—
- Battalion (Squadron) Supply Sergeant—Bn Sq Sup Sgt
- Battalion (Squadron) Sergeant Major—Bn (Sq) Sgt Maj
- Color Sergeant—Col Sgt
- Regimental Supply Sergeant—Regl Sup Sgt
- Regimental Sergeant Majcr—Regl Sgt Maj

Miscellaneous—
- Assistant Engineer—Asst Engr
- Casemate Electrician—Cm Elec
- Chief Loader—Ch Load
- Chief Planter—Ch Plan
- Coxswain—Coxn
- Electrician Sergeant, first class—Elec Sgt 1cl
- Electrician Sergeant, second class—Elec Sgt 2cl
- Engineer—Engr
- Expert Rifleman—ER
- Fireman—Fm
- First-class Gunner—1cl Gun
- First-class Sergeant—1cl Sgt
- Gun Commander—Gn Comdr
- Gun Pointer—Gn Ptr
- Hospital Sergeant—Hosp Sgt
- Marksman—Mm
- Master Electrician—Mr Elec
- Master Engineer, junior grade—Mr Engr jr gr
- Master Engineer, senior grade—Mr Engr sr gr
- Master Gunner—Mr Gun
- Master Hospital Sergeant—Mr Hosp Sgt
- Master Signal Electrician—Mr Sig Elec
- Observer, first class—Obs 1cl

Observer, second class—Obs 2cl
Plotter—Plot
Quartermaster Sergeant—QM Sgt
Quartermaster Sergeant, senior grade—QM Sgt sr gr
Second-class Gunner—2cl Gun
Sergeant Major, senior grade—Sgt Maj sr gr
Sergeant Major, junior grade—Sgt Maj jr gr
Sergeant, first class—Sgt 1cl
Sharpshooter—Ss

Months:

January—Jan
February—Feb
March—Mch
April—Apr
August—Aug
September—Sep
October—Oct
November—Nov
December—Dec

Orders:

Battery orders—O
Company Orders—O
Current Series—Cs
Field Orders—FO
General Orders—GO
General Orders, Coast Defenses—GO C Def
General Orders, Post—GOP
Regimental Orders—RO
Special Orders—SO
Special Orders, Coast Defenses—SO C Def
Special Orders, Post—SOP
Troop Orders—O
Verbal Orders, Battery Commander—VOBC
Verbal Orders, Company Commander—VOCC
Verbal Orders, Post Commander—VOPC
Verbal Orders, Regimental Commander—VORC
Verbal Orders, Troop Commander—VOTC

Organizations::

Battalion—Bn
Battery—Btry
Company—Co
Headquarters Company—Hq Co
Machine Gun Company—MG Co
Noncommissioned Staff—NCS
Noncommissioned Staff, Coast Artillery—NCSCA
Post Noncommissioned Staff—PNCS
Regiment—Regt
Squadron—Sq
Supply Company—Sup Co
Troop—Tr

Titles, designations, and officers:

Adjutant General—AG
Adjutant General's Office—AGO
Captain—Capt
Colonel—Col
Lieutenant—Lt
Lieutenant Colonel—Lt Col
Major—Maj
Quartermaster—QM
Quartermaster General—QMG
Quartermaster General's Office—QMGO
The Adjutant General, U. S. Army—AGA

Miscellaneous:

Absent without leave—Awol
Allotted—Alot
Allotment—Almt
Appointed—Aptd
Appointment—Apmt
Article of War—AW
Artillery District—ADist
Assistant—Asst
Barracks—Bks
Cent(s)—c.
Certificate of merit—CofM
Civil authorities, in hands of—In hands CAuth
Classification—Class
Clothing—Clo
Clothing and garrison equipage—C&GE
Commanding—Comdg
Commutation—Com
Continued—Contd
Descriptive list—DL
Department—Dept
Deposits—Deps
Detached service—DS
Detachment—Det
Discharge } Disch
Discharged }
Discontinued—Discontd
Enlistment—Enl
Extra duty—ED
Expiration of term of service—ETS
Fort—Ft
From—fr
Garrison court-martial—Gar CM
General court-martial—GCM
Hawaiian Islands—HI
Headquarters—Hq
Hospital—Hosp
Inclusive—Inc
Indorsement—Ind

Line of duty—LD
Month(s)—mo(s)
Ordnance—Ord
Panama Canal Zone—Pan CZ
Paid—Pd
Paragraph—Par
Philippine Islands—PI
Post Exchange—PE
Post Hospital—PH
Post laundry—PL
Qualification—Qual
Quarters—Qrs
Reappointed—Reaptd
Reduced—Rd
Received—Recd
Reenlistment—Reenl
Regimental—Regtl
Regular supplies—RS
Relieved—Reld
Requalified—Requal
Same date—sd
Sentence of summary court—Sent SC
Sentenced—Sentd
Soldier—Sol
Special Court Martial—Sp CM
Special duty—SD
Submarine mine property—SMP
Subsistence—Sub
Summary court—SC
Surgeon's certificate of disability—SCD
Switchboard operator—SbO
Transportation—Trans
Transportation Request—TR
United States—US
United States Army—USA
Voucher—Vou
Warrant—Wrnt

234.

Camp Devens, Ayer, Mass., October 31, 1918
(Station.) (Date.)

I CERTIFY that this roll is made out as required by Army Regulations, and that the entries opposite each name are correct and just. Except as otherwise stated in "Remarks," each man whose name appears on this pay roll was last paid to September 30, 191 8 by Capt. Otto H. Rathke, QM, USA.

Frank X. Perron, Capt. Inf., U.S.A.
Personnel Adjutant
Commanding Organization.

(Fasten here.)

_____, 191
(Date.)

I CERTIFY that I have this day mustered this organization, and find all present and absent are accounted for on this roll as required by Army Regulations.

_____
Inspecting and Mustering Officer.

I CERTIFY that I witnessed the payment of this roll and that prior to the signing of this certificate each man received the amount set opposite his name, with the exception of those men marked "Not paid."

_____
Commanding Organization.

NOTE.—This certificate to be signed only on the copy of the pay roll which bears signatures of the men for payment in cash.

I CERTIFY that this roll is a true copy of the roll upon which payment, witnessed by me, was made, excepting as to the signatures in the receipt column and the certificate as to witnessing the payment thereof.

_____
Commanding Organization.

NOTE.—This certificate to be signed only on the copy of the roll not receipted, and which constitutes the quartermaster's retained voucher.

(Fasten here.)

Voucher No. _____

(Name of quartermaster.)
Paid _____, 191

PAY ROLL
OF
Company "D" 302nd Infantry
(Organization.) (Regiment.)
Camp Devens, Ayer, Massachusetts
(Station.)
For month of October, 191 8

Pay of Army, 191 $_____
Pay of Army, 191 $_____
Pay of Army, 191 $_____
Pay of _____, 191 , $_____
Amount: _____

Collections: Quartermaster's, $_____; Post Exchange, $_____; Post Laundry, $_____
Paid in cash, $_____
TOTAL, $_____

THIS ROLL NOT TO BE FOLDED.

(Fasten here.)

Post Exchange collections hereon paid by checks dated _____, as follows:
Ft. _____, $_____, No. _____
on _____
Ft. _____, $_____, No. _____
on _____
Ft. _____, $_____, No. _____
on _____
Ft. _____, $_____, No. _____
on _____

Post Laundry collections hereon paid by checks dated _____, as follows:
Ft. _____, $_____, No. _____
on _____
Ft. _____, $_____, No. _____
on _____
Ft. _____, $_____, No. _____
on _____
Ft. _____, $_____, No. _____
on _____

WAR DEPARTMENT.
Form No. 366.
Approved by Comptroller of the Treasury April 6, 1912.

235.

Page 2

PAY ROLL OF Co."D" (Organization.) 302nd Infantry (Regiment or Corps.), from October 1, 1918, to October 31, 1918

	NAMES, PRESENT AND ABSENT, AND RANK.	WHEN ENLISTED.	Enlistment Period.	ARMY SERIAL NUMBER	AMOUNTS OF ALLOTMENTS: War Risk Allotments Class A and Class B	War Risk Allotments Inc. Prem. C. & D.	Army Allotments Class E: 3rd Liberty Bond Allotments Sec. Tr.	Army Allotments Class E: 4th Liberty Bond Allotments Sec. Tr.	Army Allotments Class E: All Other Allotments
1	FIRST SERGEANT								
2	William D. Payne	Sep 20/17	3	2233445	15.00	6.70		5.00	10.00
3	SERGEANT								
4	Coggeshall,Robert C.	Oct 4/17	1	4324323		5.60		15.00	
5	Vanasse,Wilfred J.	Sep 20/17	1	9876543	20.00	6.90		5.00	
6	CORPORAL								
7	Cryer,Thomas Last paid to incl Aug 31/18 by Capt Guy R. Doane	Nov 21/17	1	7777666		15.00	5.00	10.00	
8	PRIVATE 1ST CLASS								
9	Allen,Everett T.	Sep 20/17	2	7766557	15.00	6.40	5.00	5.00	
10	PRIVATES								
11	Bednarski,Roger E.	Oct 4/17	1	9876987		6.60	10.00	10.00	
12	Coleman,Carl L.	Dec 20/17	1	5674854		6.50		5.00	10.00
13	Dunn,John J.	Mch 15/18	1	8765498	15.00	6.60		5.00	
14	Francis,James J. Pay due fr enl	Sep 22/18	1	2343232		6.50		5.00	
15	Grabe,William C. Transfd fr 25th Co 9th Bn 151st Depot Brig Camp Devens,Mass per par 5 SO 237 Hq Camp Devens Mass Sep 5/18	Oct 4/17	2	6464646		6.80		20.00	
16	Hall,Warren F. Awol Sep 5 to 11/18 Last paid to incl Aug 31/18 by Capt Guy R. Doane	May 25/18	1	9898999		6.90	5.00	10.00	
17									
18									
19	Lane,Michael F.	Jul 18/18	1	9090909	15.00	7.10		5.00	
20	Miller,Frank H. Transfd fr Co L 302nd Inf per par 3 SO 239 Hq 302nd Inf Camp Devens Mass Sep 25/18	Jun 25/18	1	5000005		6.70		15.00	5.00
21									
22	Nichols,Frank L.	May 19/18	1	2333223		6.80		20.00	
23	O'Donnell,Edward F.	Sep 20/17	1	2322222	15.00	6.90		5.00	
24	Walters,William I.	Sep 30/17	1	7654567		6.70		10.00	
25	Zielminski,Max C.	Oct 4/17	1	2345650		7.20		15.00	

DEPOSITS

236. **Who may deposit.**—An enlisted man, not on the retired list, may deposit his savings with any Quartermaster in sums of not less than $5.00; the sums to remain so deposited until final payment on discharge or until furloughed to the reserve. The Quartermaster will furnish to each depositor a book in which each deposit, with the name of the depositor, date, place, and amount, in words and figures, will be entered in the form of a certificate, signed by the Quartermaster and Company Commander. The transfer, pledge or sale of a deposit book is prohibited.

237. **Report of deposits.**—Each company or detachment commander will keep in the soldier's Service Record an account of every deposit made by the soldier, and after each regular payment he will forward to the Quartermaster General a list of the names of the depositors, showing in each case the date, place and amount of deposit and the name of the Quartermaster who received it. Each report will be restricted to and will include only deposits with one Quartermaster on a given date. These lists before transmittal will be examined and compared with the Service Record and the deposit book of the soldier, and the attesting officers will see that the names are identical with the names as borne on the rolls.

238. **Transfer of deposits.**—Should a soldier who has made a deposit be transferred or desert the fact will be promptly reported directly to the Quartermaster General by the officer in command of the company or detachment to which he belongs. Indian and Philippine Scouts and enlisted men of the Porto Rico Regiment of Infantry are entitled to make deposits.

239.

Q. M. C. Form No. 8a.
Authorized April 15, 1913.

SOLDIERS' DEPOSITS.

Co."D",302nd Inf.,Camp Devens,Mass.,

(Enter date of deposit here.) November 8th,1918.

THE QUARTERMASTER GENERAL OF THE ARMY, Washington, D. C.

The following deposits have this day been made with Capt.James G. Smith, Quartermaster, U. S. Army, per Par. 1361, A. R., 1913.

NAME. (Enter surname first.)	RANK.	ORGANIZATION.	AMOUNT.	
Cochran,James H. 218725	Sgt.	Co."D",302nd Inf.	15	00
Emberson,George E. 3098574	Sgt.	Co."D",302nd Inf.	20	00
Hough,George H. 6647836	Pvt.	Co."D",302nd Inf.	5	00
Maxwell,Henry T. 10297585	Pvt. 1Cl	Co."D",302nd Inf.	15	00
Turner,Harry 29784764	Corp.	Co."D",302nd Inf.	10	00
Utman,Lloyd T. 827508	Sgt.	Co."D",302nd Inf.	35	00
Weeks,William I. 85972097	Pvt.	Co."D",302nd Inf.	20	00

These reports of deposit are filed with the Quartermaster's Abstract of Deposits to which they pertain, and each report should contain only the deposits made with a single quartermaster on a given date. This report will be forwarded by the company commander, immediately after the deposit is made, direct to the Quartermaster General of the Army.

3—2712

CHARLES G. BOWKER

Captain United States Army

Commanding Co. "D"

240.

SOLDIER'S DEPOSIT BOOK

OF

John W. Cochran

Sgt. Co. D 302 Inf. U. S. Army.

(218723)

The transfer, pledge, or sale of deposit books is prohibited.

Section 1305, as amended by Act of June 12, 1906, and Section 1306, Revised Statutes, as amended by Act of March 3, 1911.

SECTION 1305. Any enlisted man of the Army may deposit his savings, in sums not less than five dollars, with any Army paymaster, who shall furnish him a deposit book, in which shall be entered the name of the paymaster and of the soldier, and the amount, date, and place of such deposit. The amount so deposited shall be accounted for in the same manner as other public funds, and shall be deposited in the Treasury of the United States and kept as a separate fund, known as "Pay of the Army, deposit fund," repayment of which to the enlisted man on discharge from the service shall be made out of the fund created by said deposits, and shall not be subject to forfeiture by sentence of court-martial, but shall be forfeited by desertion, and shall not be permitted to be paid until final payment on discharge, or to the heirs and representatives of a deceased soldier, and that such deposits be exempt from liability for such soldier's debts: *Provided*, That the Government shall be liable for the amount deposited to the person so depositing the same. (Note: The exemption of deposits from liability for the soldier's debts has application only to his private debts.)

SECTION 1306. That for any sums of not less than five dollars so deposited for the period of six months, or longer, the soldier, on his final discharge, shall be paid interest at the rate of four per centum per annum.

N. B.—The discharged soldier must **present this deposit book with his final statements to the quartermaster when he applies for final pay.**

241.

DEPOSITS RECEIVED OF Sergeant John W. Cochran (218725) UNDER SECS. 1305 AND 1306 R. S.
(Name, with surname first.)

Place and Date.	Amount in Dollars. Words.	Figures.	Receipt is acknowledged on the date and for the amount stated on same line as signature below.	Attest by Organization Commander. (Organization of soldier must be entered.)
Camp Lee Va. Sept. 10, 1917	Fifteen Dollars	15.00	James G. Green Quartermaster	N. N. Powers Commanding Co A 302 Inf
Camp Lee, Va. Oct. 12, 1917	Ten Dollars	10.00	James G. Green Quartermaster	N. N. Powers Commanding Co A 302 Inf
Camp Lee Va. Nov. 9, 1917	Ten Dollars	10.00	James G. Green Quartermaster	N. N. Powers Commanding Co A 302 Inf
Camp Lee, Va. Jan 12 1918	Ten Dollars	10.00	James G. Green Quartermaster	N. N. Powers Commanding Co A 302 Inf
Camp Dix N.J. Feb. 8, 1918	Twenty Dollars	20.00	Fred F Taylor Quartermaster	Chas H. Hill Commanding Co L 39 Inf
Camp Dix N.J. Mar 10, 1918	Fifteen Dollars	15.00	Fred F Taylor Quartermaster	Chas H Hill Commanding Co L 39 Inf
Camp Dix. N.J. Apr. 9, 1918	Fifteen Dollars	15.00	Fred F Taylor Quartermaster	Chas H Hill Commanding Co L 39 Inf
Camp Dix. N.J. May 14, 1918	Fifteen Dollars	15.00	Fred F Taylor Quartermaster	Chas H Hill Commanding Co L 39 Inf
Camp Dix N.J. June 10, 1918	Twenty Dollars	20.00	Fred F Taylor Quartermaster	Chas H Hill Commanding Co L 39 Inf
Camp Upton, N.Y. July 9, 1918	Ten Dollars	10.00	Wm I Smith Quartermaster	C K Nagle Commanding Co E 64 Inf
Camp Upton N.Y. Aug. 12, 1918	Fifteen Dollars	15.00	Wm I Smith Quartermaster	C K Nagle Commanding Co E 64 Inf
Camp Upton N.Y. Sept 10, 1918	Ten Dollars	10.00	Wm I Smith Quartermaster	C K Nagle Commanding Co E 64 Inf
			Quartermaster	Commanding
			Quartermaster	Commanding
			Quartermaster	Commanding
			Quartermaster	Commanding
			Quartermaster	Commanding

FINAL STATEMENT

OF

Doe (2345678) John
(Last name.) (First name.)

Pvt. H 302 Inf.
(Rank.) (Company.) (Regiment.)

(To be filled in by the organization commander.)

For value received, transferred to

(Name of assignee.)

(Soldier's signature.)

Transfer witnessed and noted on discharge or reservist's descriptive card (as the case may be).

(See instruction 8.)

INSTRUCTIONS.

1. **Final statement will be given as follows.—Final statement, in duplicate,** properly certified to by his immediate commander, will be given with the discharge certificate to every soldier upon his discharge from active service (except as otherwise prescribed by Army Regulations) or with the reservist's descriptive card upon furlough to the reserve, and will be presented to the quartermaster for the pay due him. The payment made will be noted on the discharge certificate or upon the reservist's descriptive card, except when the final statement has been transferred.

2. **Letter of notification.**—Notification of discharge or furlough to the reserve will be furnished only in case of an enlisted man who is discharged from active service or furloughed to the reserve at a place at which there is available no officer provided with funds to make payment on final statements. In these cases the officer who prepares the final statement will, at least one week before the discharge or furlough takes effect, send by mail to the quartermaster who is to pay the account a notification of discharge or furlough, stating therein, in his own handwriting, the date of last payment to the soldier, and his credits and debits, both in words and figures, and other data essential for proper payment or identification. The officer will require the soldier to affix his signature to the notification, or if he can not write his name such fact will be stated thereon.

Blank forms for this notification will be supplied by The Adjutant General of the Army. The officer issuing the final statement will inform the soldier of the location of the quartermaster to whom he shall apply for payment.

3. **Responsibility of certifying officer.**—Officers signing and certifying to the correctness of final statements will be held responsible for their accurate preparation and also for disregard of plain instructions as made known through Army Regulations, orders, and notes on the blank forms. Officers responsible for overpayment on erroneous final statements will be required to refund the amounts overpaid if it is found impracticable to make collection from the party overpaid.

4. **Money amounts to be written in words and figures.—Money amounts** in all cases, except in the case of the "List of Deposits" on the outer last fold, will be written out in full, the writing to commence close to printed matter on left-hand side, and also expressed in figures.

INSTRUCTIONS—CONTINUED.

5. **Travel allowances.—Enlisted men of the Regular Army** when entitled to travel allowances upon discharge from active service or upon furlough to the reserve are entitled to same from place of discharge or furlough to place of acceptance for enlistment, regardless of place at which actually enlisted. The place of actual enlistment, if different from the place of acceptance, will in no case be considered in determining the travel allowances due.

6. **Additional pay.**—In the space for additional pay notation will be made of the pay due soldier for certificate of merit, on account of marksmanship or gunnery qualification, by reason of appointment as mess sergeant, under Act of May 11, 1908, or as cosmic electrician, observer, plotter, gun commander, etc.

7. **Notation of stoppages.**—Under the heading "Due United States" will be noted all authorized stoppages for loss of or damage to Government property or supplies, the stoppages being made under the proper headings (e. g., "Clothing," "C&GE," "R.S," "Transportation," "Ordnance," etc., the names of the articles damaged, lost, or destroyed not being stated; amounts due on account of allotments, post exchange, post laundry, tailor, company fund, or transportation; and stoppages under sentence of a court-martial, showing nature and date of court-martial or date of order approving sentence, and the forfeiture as expressed in the sentence, e. g., "To forfeit 2/3 of his pay per mo. for 2 mos. SC Jan 5/16." If any part of the forfeiture has been deducted, the amount and pay roll on which deducted will be stated. For further information see instructions and model remarks for preparation of pay rolls.

8. **Transfer of final statement.**—The transfer by an enlisted man of a claim for pay due on his final statement will be recognized only when made after discharge from active service, or after being furloughed to the reserve, in writing, indorsed on the final statement, signed by the soldier, and witnessed by a commissioned officer or by some other reputable person known to the quartermaster. The person witnessing the transfer must indorse on the discharge or on the reservist's descriptive card the fact of transfer of the final statement, and on the final statement the fact that such indorsement has been made on the discharge or on the reservist's descriptive card.

9. **Discharge by purchase.**—The final statement of a soldier discharged by purchase will show the amount of purchase price and a full statement of active service rendered in each previous enlistment terminated by honorable discharge since last discharge by purchase, giving dates of each enlistment, furlough to the reserve, and discharge, and reasons for each discharge. A soldier discharged by purchase is not entitled to travel pay.

10. **Deserters.**—In the case where final statements are given an enlisted man who has not been paid since return from desertion, his account will be so stated by the commanding officer as to enable the quartermaster to definitely determine the amounts due the soldier and the United States at date of desertion as distinguished from those accruing or incurred after return to military control, together with a correct transcript of the order publishing the action disposing of the charge of desertion.

11. **Deceased soldiers.**—In the case of a deceased soldier, one final statement and duplicate inventories of effects will be prepared and forwarded as soon as practicable to The Adjutant General of the Army. Nothing will be entered on the final statement regarding the cause of death or whether death occurred in line of duty or on account of the soldier's own misconduct. In the case of a soldier who dies within the first six months of enlistment, the total money value of clothing drawn and chargeable against his clothing account since enlistment will be entered on the final statement under "Remarks," in addition to any remarks regarding clothing entered under "Due Soldier" or "Due the United States" on such statement.

12. **Use of typewriter prohibited.**—Under no circumstances will final statements be prepared on a typewriting machine.

13. Before delivering final statement upon which deposits are credited, the officer signing it will ascertain whether the soldier has the deposit book; and, if so, instruct him to present it to the quartermaster. Should he claim to have lost it, the officer will cause his affidavit to that effect to be taken and attached to the statement before he leaves the post. The affidavit will clearly state the circumstances attending loss of the book and show that the soldier had not sold or assigned it. Upon this evidence the quartermaster may pay, and the responsibility for the correctness of amounts credited on the statement will rest with the officer certifying it. Deposit books will be taken up by the quartermasters who make final payment and filed with their vouchers. Deposits forfeited by desertion will not be entered in column headed "List of Deposits," but will be entered in the space for remarks with citation of the order announcing the disposition of the charge of desertion.

14. **Absences.**—When a soldier is held to service to make good time lost by unauthorized absence; absence from duty on account of disease resulting from his own intemperate use of drugs or liquors or other misconduct; while in confinement awaiting trial or disposition of his case if the trial results in conviction; or, while in confinement under sentence, a statement should be entered on the final statement under the head of "Remarks" substantially as follows: "Held to service to make good time lost by AWOL from Oct. 1 to 10/15, and Nov. 5 to 12/15; sick not L/D, G. O. 31/12 and 45/14 from Jan. 5 to 20/16, incl.; in confinement awaiting trial, convicted, G. O. 45/14, from Feb. 2 to 6/16; in confinement awaiting trial and serving sentence, G. O. 47/14 from Mch. 10 to 25/16." In the event that stoppages of pay for absence without leave or absence sick, not in line of duty under G. O. 31, 1912, and G. O. 19/4, occurring prior to the date to which last paid, have not been made, and if any such absences have occurred since date to which last paid, these facts and the periods of such absences should be also entered on the final statement under the heading "Due United States" in addition to their entry under "Remarks."

INSTRUCTIONS—CONTINUED.

15. **Pay detained** pursuant to sentence of court-martial will be detained by the Government until the soldier is discharged from active service or furloughed to the reserve, at which time the total amount detained, if not forfeited, will be noted on the final statement in the space provided therefor, and paid to him out of Pay of the Army (or Pay of the Military Academy if soldier's pay is payable from that appropriation) for the fiscal year in which discharged or furloughed. (Par. II, G. O. 5, W. D., 1916.)

16. The final statement of an enlisted man who is entitled to commutation of quarters, heat, and light will show in the space provided therefor the inclusive dates for which such allowances are due and the soldier will execute War Dept. Form No. 309, in so far as it pertains to these allowances, for file as a subvoucher to the final statement. The payment will be made on the final statement as in this case Form 309 is simply a supporting paper. (Par. I, G. O. 5, W. D., 1916.)

LIST OF DEPOSITS.

(To be filled in by organization commander.)

Date.	Amount. Dolls.	Amount. Cts.	Date.	Amount. Dolls.	Amount. Cts.
Dec 10/17	10	00	Brought forward	65	00
Jan 9/18	5	00			
Feb 9/18	10	00			
Mar 9/18	10	00			
Apr 9/18	10	00			
May 10/18	10	00			
June 8/18	10	00			
Amount	65	00	Total	65	00

243.

FINAL STATEMENT of John Doe 12345678 Pvt. D 309 Inf.
(Grade of soldier) (Rank.) (Company.) (Regiment.)

Accepted for enlistment at New Bedford Mass Enlisted on Sept. 20th, 1917
(See Instructions 6.)

Discharged at Camp Lee Va. on Sept. 19th, 1918
(Discharged, furloughed temporarily, retired, or died.)

Reason Hon. Disch. S.O. 214 Hdqrs Camp Lee Va Sept 19 1918 Bronchial Asthma
(State reason and order, if any, for discharge, furlough, or retirement, and if discharged, whether honorable or otherwise.)

Serving in first enlistment period at date of Discharge
(Discharge, furlough, retirement, or death.)

Due Soldier for Nothing

For additional pay Nothing
(See Instruction 6.)

For clothing Nothing (Words.) and ___/100 dollars ($)

For deposits Sixty five (Words.) and No/100 dollars ($ 65.00)
(As per itemized list on outer fold.)

For pay detained by court-martial Nothing (Words.) and ___/100 dollars ($)
(See Instruction 15.)

For Nothing
(Any other items, including com. of qrs., heat, and light, for which W. D. Form 300 must be attached hereto; see Instruction 16.)

Last paid to include August 31, 1918, by Capt. Jas. R. Doane
(Name of quartermaster.)

Due United States for Class "A" Allotment ($5.00) Five and No/100 dollars per month
(See Instructions 7 and 14.)

Class "B" Allotment ($5.00) Five and No/100 dollars per month
Post Laundry Cap & all-forty-one cents Camp Lee Va ($1.00) One and No/100 dollars

Remarks: Character: Excellent Service: Honest and faithful Entitled to travel pay No PMS.
(See Instructions, especially 10 and 14.)
No absence in violation of AW 107

I certify that the foregoing Final Statement, given in duplicate, is correct.
(In case of deceased soldier, strike out "given in duplicate.")

Capt. Infantry U.S.A.
Commanding Organization.

WAR DEPARTMENT.
Form No. 570.
Approved by the Comptroller of the Treasury July 31, 1916.

26—2877

(THIS FOLD FOR THE QUARTERMASTER.)

Voucher No. ___

(Name of quartermaster.)
THE UNITED STATES

To ___
(Name of soldier.)

(Bank.) (Organization from which discharged.), Dr.

DUE SOLDIER.		
Prior fiscal year:		
Pay of Army, 191		
Final year in which discharged, furloughed, retired, or died:		
Pay $		
Interest $		
Com. qrs., heat, light $		
Total Pay of Army, 191		
Clothing $		
Travel pay $		
$		
Total S. S. and T., 191		
Deposits, Deposit Fund		
Total amount due soldier		
DUE UNITED STATES.		
For $		
For $		
For $		
For $		
Total stoppages		
Balance due soldier		

Paid by check No. ___ on Treasurer United States, dated ___, 191 , for $ ___

Deposit with my new account $ ___

(Signature of soldier.)

Post Exchange paid by Check No. ___ on Treasurer United States, dated ___, 191 , for $ ___

(To be completely filled in before signature by payee without alteration or erasure thereafter.)

Received ___, 191 , of ___

Quartermaster Corps, U. S. A., ___

___ and ___/100 dollars in cash.

(Do not sign a duplicate.)

Note.—This fold will become the brief after payment by the quartermaster.

VIII. VOUCHERS

OFFICERS' PAY VOUCHERS

244. When an officer is called into active service from the reserve, his first pay voucher should be accompanied by two copies of the order calling him into active service and the date on which he accepted his commission as well as the date on which he left his home should appear on the face of the voucher.

245. In all cases where a man is commissioned in the present emergency for the duration of the war, two copies of the order of appointment should accompany the voucher and the date of commission as well as the date of acceptance should be stated on the face of the voucher.

246. In case of promotion state from what rank to what rank, state date of acceptance of commission in the new rank and copies of the order of promotion must accompany the voucher.

247. Each one of the different Army Cantonments have slight changes in the way that the pay voucher should be made out, and the best way to make sure that the voucher is correct, is to submit same to the Personnel Adjutant of the Regiment before it leaves for the quartermaster department.

248. The certificate for commutation of quarters and light and heat should be prepared in duplicate and attached to the pay voucher. The form and the way that it should be prepared may be obtained from the Personnel Adjutant of the Regiment. Each camp will probably have its own particular form at this time and to make sure that you are right, "ask the Personnel Adjutant."

249.

Form No. 336.

MEMORANDUM

*Pay Voucher No.*_____

WAR DEPARTMENT,
QUARTERMASTER CORPS.

APPROPRIATION:
PAY, ETC., OF THE ARMY, 191

Amount, $_____

IN FAVOR OF

William H. Gilmore, Capt. Inf. U.S.A.
(Name of payee.)

FOR PERSONAL SERVICES,
OFFICER'S PAY.

ACCOUNTS OF

_____
(Name of disbursing officer.)

_____
(Official designation.)

_____
(Place where located.)

_____
(Period for which voucher is rendered.)

Placed to officer's credit with_____

First National Bank_____

Ayer, Massachusetts._____

Transferred this_____day of_____

191 , to_____

_____

_____

and the Department Quartermaster at_____

_____has been so notified.

_____

_____

NOTE.—For instructions pertaining to the transfer of, or the placing of, a part or all of an army officer's pay account to his credit with a bank or individual, see paragraphs 1258 and 1259, A. R., 1913.

250.

WAR DEPARTMENT.
Form No. 250.
Form approved by the Comptroller of the Treasury May 8, 1918.

WAR DEPARTMENT
QUARTERMASTER CORPS

*Voucher No.*_____

OFFICER'S PAY VOUCHER.

APPROPRIATION: PAY, ETC., OF THE ARMY, 191 *Symbol*_____

THE UNITED STATES,

TO William H. Gilmore

Captain, Infantry, U. S. ARMY, DR.

For over Five years' service. Station Camp Devens, Ayer, Mass., Zone No. _____

OBJECT SYMBOL.		AMOUNT. DOLLARS.	AMOUNT. CTS.	U. S. NOTATIONS.
	For pay from August 1st, 1918, to August 31st, 1918			
	For pay for 1 mount from August 1st, 1918, to August 31st, 1918			
	I was suitably mounted at my own expense, and was the actual and exclusive owner of the mount charged for, during the period stated on this voucher, and said mount { was / was } maintained at Camp Devens, Ayer, Mass. (Officers temporarily mounted must make the additional certificates required by par. 1278, A. R., 1913.)			
	For dependents For com. quarters from August 1st, 1918, to August 31st, 1918			
	For com. heat and light for 3 rooms from August 1st, 1918, to August 31st, 1918			
	(Under authority of S. O. No._____, Hdqrs._____, 19____)			
	Total	6	70	
	Deduct $ 6.70 ~~Premium on $ 10,000. War Risk Ins. Gov't~~ On { ordinary / sick } 15 days leave of absence. Left station August 5, 1918, under S. O. No. 80 Hdqrs. N.A.C., Camp Devens, Mass. Aug. 4th, 1918. Extended by S. O. No._____ Hdqrs._____, 191__ Returned to duty August 20, 1918. Deduct half pay for 5 days' leave of absence,			
	Balance			

I CERTIFY that the foregoing account is correct; that payment therefor has not been received; that I have not been absent on leave, either sick or ordinary, during the period covered by this voucher, except as above stated; and that neither I, my family, nor anyone dependent upon me has occupied public quarters, nor been furnished heat or light by the United States during the period for which commutation is charged.

I further certify that during the period for which commutation of heat and light is charged I actually occupied as quarters at_____rooms, exclusive of baths, closets, halls, pantries and storage rooms, and of parlors, lobbies, dining rooms, sitting rooms, halls and kitchens used in common with other tenants or guests (not guests of officer's family); and that during the period of leave, as stated above, said quarters were occupied actually and exclusively by myself, or self and family, or some one dependent upon me.

EXAMINED BY

William H. Gilmore

(DO NOT sign in duplicate.)

Captain, Infantry, U.S.A.

Deduction on account of Income Tax, $_____

Balance of $_____ paid by_____check dated_____, 191 , on the Treasurer U. S.

No._____, in favor of_____, for $_____

No._____, in favor of_____, for $_____

No._____, in favor of_____, for $_____

OR

(To be completely filled in before signature by payee, and no alteration or erasure is permitted.)

Received_____ 191 , of_____

Quarthermaster, U. S. A., in cash_____ ___/100 Dollars, in full payment of the above account.

$_____

(DO NOT sign in duplicate.)

_____

Officer will not sign receipt except when payment is to be made in cash.

251. The following memo has been published for the information of all concerned.

State organization as well as station on voucher.

Do not extend figures in last line (balance line).

The original voucher should be signed.

The endorsement on back of original voucher, if endorsed to bank, should be signed.

Attach two copies of order assigning you to present station, first vouchers only.

Attach two copies of order of appointment, first vouchers only.

Certify on face of voucher date of acceptance of appointment, first vouchers only.

If called to active service from the reserve, state when you accepted commission and date you left home to comply with orders, and **attach two copies** of order, first vouchers only.

If promoted during month state on face of first voucher only, from what rank to what rank promoted, giving date of acceptance of commission in new rank, **attach two copies** of orders of promotion, and in case difference pay is due for promotion in preceding month make claim for difference pay as follows: "Due officer difference pay between 2nd Lieutenant and 1st Lieutenant from (date of acceptance, give date) to.....31st.

---

252. Commutation quarters, heat and light when not drawn for dependents but for self.

1. On first voucher two copies of order assigning you to station and state on face of voucher date you arrived at station.

2. Subsequent vouchers, quote number, source and date of order assigning you to station, in place provided for that purpose on face of voucher, and when relieved from that station, attach two copies of order of relief, stating on face of voucher date of departure.

3. In certificate on face of voucher, near bottom, state the number of rooms actually occupied by self, and address of rooms, and make claim for same on face of voucher; **but in no case** claim for more rooms than entitled by your rank.

Commutation of quarters, heat and light account dependents.

1. Latest form of certificates should be used, and lead pencil should not be used, in filling in certificate.

2. You can draw commutation quarters, heat and light account one class of dependent only taking precedence in the following order:—Wife, if you have one, if not, child, if neither, then parent of any nature. Certificate should state actual number of rooms occupied by dependent giving street and number, town and state; if no street or number, state so. Certificates should be signed and attached in duplicate.

3. On face of voucher make claim for number of rooms actually occupied as per certificate provided the number of rooms does not exceed that allowed by your rank, and write above, "Dependents."

If claiming longevity pay account service in Regular Army, attach two signed copies of certificate of former service in Regular Army with first voucher only. Thereafter state number of years service in space provided on voucher.

If claiming longevity pay account service in National Guard or Organized Militia under Act of Congress, effective July 9th, 1918, attach two copies of certificate of Adjutant General of State where such service was rendered. With first voucher only, whereafter state number of years service in space provided on face of voucher.

In claiming longevity pay from July 9th, 1918, the following remark should be stated on face of voucher:—"Due officer longevity pay from July 9th, 1918, to....." (last day of preceding month.)

In making claim for mounts, for other than Regular Army Officers, and below rank of Major, make claim for same if acquired previous to August 22nd, 1917, and voucher should state date of purchase of said mount.

Officers who are discharged from the service should present their last pay voucher to the Depot Quartermaster, Washington, D. C., for settlement, and if voucher for last month of service has been presented to Camp Quartermaster, said voucher should be withdrawn immediately, or if check has been received the check should be returned to that office immediately on receipt of notice of discharge.

The Personnel Officer of each organization should carefully scrutinize each officer's pay account and see that they are properly prepared according to the foregoing instructions before bringing them to this office for payment, thereby avoiding the necessity of constant return of vouchers for correction.

253.

CERTIFICATE FOR COMMUTATION OF QUARTERS, LIGHT AND HEAT

CERTIFICATE

For file with my pay account for month of.....191..

(c) I CERTIFY, that I have been on field duty during the period for which this account is stated;

(d) that neither I, my wife, child, or dependent parent have occupied public quarters or been furnished heat and light by the United States during the period for which commutation is charged, except that I have been furnished with.....at.....
(tentage, shelter, or room) (show place)
which is my place of duty, and no application has been made for public quarters for my dependents, as under instructions of the War Department, there are no public quarters available for them.
In claiming commutation of quarters, heat and light for my dependents under Act of April 1, 1918,

I CERTIFY,

(e) that the full names of my dependents are.....
.....

(f) that the relationship of my dependents are.....
(Lawful wife, child,
.....
parent, adopted child, adoptive parent)

(g) that my child was born.....

(h) that my child is.....
(Single, or married living with spouse, and if over 18 years, state mental condition)
.....

(i) that my parent is actually dependent upon me for support, and that I actually and necessarily contribute regularly more than one-half of the cost of a reasonable living for my parent; that in the case of my adopted child or adoptive parent, there is proper evidence, as required in cases of adoption by law, attached hereto (or) that same is filed with my pay account for .....191..

I FURTHER CERTIFY,

(k) that during the period for which commutation of heat and light is claimed .....were not occupying quarters as the
(I, my wife, child, or dependent parent)
guests of others, but actually occupied ALONE as quarters at.....
..... rooms .....
(Street address, city and state) (No. of)
exclusive of baths, closets, halls, pantries, and storage rooms, and of parlors, lobbies, dining room, halls, and kitchen used in common with other tenants or while as guests of friends, relatives, and others, and

(l) that during the period of leave, as stated above, my personal quarters were occupied actually and exclusively by myself, or some one dependent upon me.

.....
Signature of payee

.....
Rank and organization

MILEAGE VOUCHERS

254. Mileage orders.—To entitle an officer to mileage, the order for travel must be issued previously to commencement of the journey, except when the urgency of the duty prevents the obtaining of previous orders, in which case the travel must be confirmed in orders. Both directory and confirmatory orders must state the specific duty enjoined, recite that the travel directed is necessary to the public service. Confirmatory orders should recite the authority, oral or otherwise, under which the travel was performed, or state that the urgency was such as to prevent the obtaining of orders in advance.

255. Order to accompany voucher.—The original order or certified copy, including indorsements, will accompany each voucher for mileage, and when transportation in kind has been furnished for the whole or any part of the distance actually traveled, the order must be indorsed by the quartermaster issuing the transportation, showing between what points and over what route the transportation was furnished.

256. Commencing with the date of October 9, 1918, all disbursing quartermasters within the continental limits of the United States (including Alaska and Porto Rico), who are charged with the duty of settling officers' pay accounts, will also settle officers' mileage accounts. Officers serving within the territorial limits prescribed herein will present their mileage accounts for settlement to the nearest disbursing quartermaster designated above, except that under the provisions of paragraph 1283, Army Regulations, settlement of mileage accounts may be made made at intermediate points during a journey, and paragraph 1603, Manual for Quartermasters has been amended accordingly.

Many mileage vouchers submitted by officers are incomplete and must be returned for correction before payment may be made. The following points in the preparation of the mileage vouchers are suggested:

(a) Exercise due caution in the preparation of the voucher.

(b) Make certain that the vouchers are signed.

(c) That the original travel orders and copy thereof (or two true copies) accompany the voucher when presented for payment.

(d) That the orders direct the travel for which the voucher is presented.

(e) That when transportation is furnished on Government request, the orders show the indorsement of the quartermaster who furnished the transportation.

(f) When any transportation of any kind is furnished by the Government, whether by commercial lines or Government owned vehicle, it be certified on the mileage voucher.

(g) That the address to which the officers wish their checks to be sent (when not paid in cash), be stated on the voucher in the proper place.

257.

Form No. 337.

MEMORANDUM.

*Public Voucher No.*_____

WAR DEPARTMENT

_____
(Bureau or Office.)

APPROPRIATION:

_____
(State full title of appropriation.)

_____

Amount, $_____

IN FAVOR OF

_____
(Name of payee.)

FOR MILEAGE

ACCOUNTS OF

_____
(Name of disbursing officer.)

_____
(Official designation.)

_____
(Place where located.)

_____, 191
(Period for which account is rendered.)

Placed to my credit with

The Virginia National Bank

Petersburg, Virginia.

William C. Grabe
2ndLt. Inf. USA

258.

WAR DEPARTMENT
Form No 337
Approved by the Comptroller of the Treasury April 29, 1914.

WAR DEPARTMENT

_____ Voucher No._____
(Bureau or Office.)

MILEAGE VOUCHER

APPROPRIATION: _____ *Symbol*_____$_____
APPROPRIATION: _____ *Symbol*_____$_____

THE UNITED STATES,

TO William C. Grabe, 2nd Lt., Inf., U. S. A., DR.

ADDRESS: Camp Lee, Virginia.

From October 6th, 1918 to October 12th, 1918, for mileage from Seattle, Washington to Camp Lee, Virginia Transportation furnished between Denver, Col. and Kansas City, Mo.		

I CERTIFY that the foregoing account is correct and that transportation, either in kind or on Government Transportation Request, was not used except as stated above.

(SIGNED) William C. Grabe

DO NOT SIGN IN DUPLICATE.

2nd Lt., Infantry, U. S. A.

This space for use of paying officer.

Object Symbol		Amount	U. S. Notations
	____ miles at 7 cents Actual expenses as per statement attached Deductions at 3 cents per mile: _____ miles, account transportation furnished Amount to be paid		EXAMINED BY

Paid by check No._____, dated_____, 191 , of_____
on_____, in favor of payee named above, for $_____.

OR

Received_____191 , of_____,
IN CASH, the sum of_____dollars and_____cents,
in full payment of the above account.

$_____

_____

_____

REIMBURSEMENT.—Supplies, Services, and Transportation, Quartermaster Corps, 191 _____ $_____

Form W. D. 369.

SOLDIER'S AND NURSE'S PAY VOUCHERS

259. Use.—Members of the Nurse Corps and enlisted men who are entitled to commutation of quarters or light and heat will not be paid on pay rolls, but will be paid on this form.

260. Partial payments.—This form may also be used for making payment to an individual enlisted man on detached service where there is no commissioned officer, independent of whether he is entitled to commutation of quarters or of light and heat.

261. Authority required for payment of commutation to enlisted men.—The specific authority of the Secretary of War is required for payment of commutation of quarters to enlisted men. A certified copy of this authority must be filed with the first voucher on which commutation of quarters is claimed.

262. Payments to members of the nurse corps.—When the voucher is used for payment to a member of the Nurse Corps, the correctness thereof will be certified by the surgeon in charge. When an enlisted man is paid the certificate will be left blank.

(See "Payments to enlisted men separated from their service records and partial payments under pay rolls.")

263.

Form No. 369.

Soldier's or Nurse's Pay Voucher No. 1.

WAR DEPARTMENT,
QUARTERMASTER CORPS.

APPROPRIATION:
PAY, ETC., OF THE ARMY, 191

Amount, $ 32.30

IN FAVOR OF

Peter H. Jenness 1st Sgt. Inf.
(Name of payee.)

FOR PERSONAL SERVICES,
SOLDIER'S OR NURSE'S PAY.

ACCOUNTS OF

(Name of disbursing officer.)

(Official designation.)

(Place where located.)

(Period for which voucher is rendered.) 3—3113

264.

WAR DEPARTMENT.
Form No. 664.
Approved by the Comptroller of the Treasury May 24, 1915.

WAR DEPARTMENT.
QUARTERMASTER CORPS.

Voucher No. 1

SOLDIER'S OR NURSE'S PAY VOUCHER.
APPROPRIATION: PAY, ETC., OF THE ARMY, 191

Symbol

THE UNITED STATES,

To Peter H. Janness ~~Serial Number 32098475~~

1st Sergeant, 34th Infantry, U. S. ARMY, DR.

Stationed at Camp Lee, Virginia, Zone No. 13

(Pursuant to S. O. No. 198, Hdqrs. Camp Lee, Va. Oct. 1st, 191 8)

Object Symbol.		Amount. Dollars.	Amount. Cents.	U. S. Notations.
	For pay from September 1st, 1918, to September 30th, 191 8	55	00	
	For com. quarters from none, 191 , to , 191			
	(Pursuant to authority of Secretary of War, dated , 191 , and filed with Vou. No. , Accts. of for , 191			
	For com. heat and light for No rooms from , 191 , to , 191			
	Serving in 2 nd enlistment period; enlisted January 5th, 1916 [2]			
	Serving in year, Army Nurse Corps; oath dated , 191 .[3]			
	Remarks: Class B Allotment $ 15.00			
	Premium on $ 10000. War Risk Insurance $ 6.70			
	Post Laundry Camp Lee, Va. $ 1.00	21	70	
	NOTE.—All data necessary to compute pay, corresponding to that required to be set out in "Remarks" on pay rolls, to be entered under head of "Remarks" above.			
	TOTAL	33	30	
	Stoppages due the United States for Post Laundry Camp Lee, Va.	1	00	
	On furlough (or leave of absence); left station , 191 , under authority of dated , 191 . Extended under authority of dated , 191 . Returned to duty , 191			
	BALANCE			

(To be completely filled in by payee and no alteration or erasure is permitted.)

EXAMINED BY

I certify that the foregoing account is correct; that payment therefor has not been received; that I have not been absent on furlough (or leave), during the period covered by this voucher, except as above stated; and that neither I, my family, nor anyone dependent upon me has occupied public quarters, nor been furnished heat or light by the United States during the period for which commutation is charged.

I further certify that during the period for which commutation of heat and light is charged I actually occupied as quarters at None, rooms, exclusive of baths, closets, halls, pantries, and storage rooms, and of parlors, lobbies, dining rooms, sitting rooms, halls and kitchens used in common with other tenants or guests (not guests of claimant's family); and that during the period of furlough (or leave), as stated above, said quarters were occupied actually and exclusively by myself, or self and family, or some one dependent upon me.

(Do not sign in duplicate.)

1st Sgt. 34th Inf. USA.

(Soldier or nurse will sign this certificate before forwarding voucher.)

I certify that the foregoing account is correct.[4]

Surgeon in charge.

Paid by check No. , dated , 191 , of

on in favor of payee named above for $

OR

Received October 2nd (Date.), 191 8, of , IN CASH, the sum of Thirty Two and 30/100ths dollars in full payment of the above account.

(Do not sign in duplicate.)

1st Sgt. 34th Inf. USA

(Soldier or nurse will sign this receipt only when payment is to be made in cash.)

[1] Fill in only when commutation is paid an enlisted man.
[2] Fill in when the form is used for payment to an enlisted man.
[3] Fill in when the form is used for payment to a member of the Nurse Corps.
[4] Used only when a member of the Nurse Corps is paid.

265.

WAR DEPARTMENT.
Form No. 265.
(Form approved by the Comptroller of the Treasury April 20, 1914.)

RECEIPT FOR CASH PAYMENT.

(Receipt must be completely filled in before signature by payee, and no alteration or erasure is permitted.)

Camp Devens, Mass., (Station.), October 31, 1918

RECEIVED OF Captain James McEnany, Q. M. Corps (Designation of disbursing officer.), IN CASH,

the sum of One Hundred and Ten * * * * * * * * * * * dollars

and Sixty-five * * * * * cents, in full payment of Voucher No. 231 Lo.

account L/A 1 - 1918 August 31, 1918
(Here identify the account with which the voucher will be filed.)

George Smith
(Do not sign in duplicate.)

Captain Infantry U S A

$ 110.65

SEE INSTRUCTIONS ON THE REVERSE.

9—1120

INSTRUCTIONS.

Receipt should be taken on this form only when payment is made IN CASH, that is, CURRENCY, and the delivery of such receipt is simultaneous with the payment.

Receipts for cash payments when the payee is a person should be in person; when the payee is a partnership the receipt should be in the usual firm signature; when the payee is an unincorporated company or corporation the receipt should be in the company or corporate name, followed by the autograph signature of the officer or agent (with his title) authorized to receive the money.

Evidence of the authority of an officer or agent receipting for cash payments must accompany the voucher or be on file with the Auditor and definitely referred to.

Each receipt must be attached to and accompany its voucher. 9—1120

266.

Form No. 821.
MEMORANDUM
Public Voucher No. .....

WAR DEPARTMENT
QUARTERMASTER CORPS

Appropriation: Subsistence of the Army, 1918

Amount, $ 600.00

IN FAVOR OF

Major Joseph Sidorowicz, Med Corps
(Name of payee.)

COMMUTATION OF RATIONS IN HOSPITAL

ACCOUNTS OF

(Name of disbursing officer.)

(Official designation.)

(Place where located.)

(Period for which voucher is rendered.)

1918—1

266a.

WAR DEPARTMENT.
Form No. 581.
Approved by the Comptroller of the Treasury April 28, 1904.

WAR DEPARTMENT
QUARTERMASTER CORPS

PUBLIC VOUCHER

Voucher No. .....
General Account .....
Detail Account .....

COMMUTATION OF RATIONS IN HOSPITAL.
APPROPRIATION: SUBSISTENCE OF THE ARMY, 191
Symbol .....

THE UNITED STATES,

To Maj. Joseph Sidorowicz Medical Corps., *Surgeon, U. S. Army, Dr.,*

In Charge of Hospital at Camp Devens, Mass.

OBJECT SYMBOL.		AMOUNT.		U. S. NOTATIONS.
	For Commutation of Rations from Oct. 1, 1918, to Oct. 31, 1918, inclusive:			
	600 rations for enlisted men, U. S. Army ..... at 40 cents per ration	240	00	
	..... rations for members of Nurse Corps, U. S. Army (female) ....at 40 cents per ration			
	..... rations for applicants for enlistment, U. S. Army (held under observation) ..... at 30 cents per ration			
	..... Rations for military convicts, U. S. Army ..... at 30 cents per ration			
	TOTAL, $	[redacted]		

EXAMINED BY .....

I CERTIFY that the above account is correct; that the nurses were on duty in hospital; that the enlisted men, applicants for enlistment, and military convicts, were sick in hospital, and that they were entitled to rations, which have not been drawn in kind.

Joseph Sidorowicz
(DO NOT SIGN IN DUPLICATE.)

Maj. Medical Corps, *Surgeon, U. S. Army, In Charge of Hospital.*

I CERTIFY that the above account is correct.

Harry A. Eaton

Colonel, 339th Inf, *Commanding Post.*

Paid by check No. ....., dated ....., 191 , of .....
on ..... in favor of payee named above for $.....

OR

Received Oct. 31, 1918 (Date.) of Captain James McEnany, Q. M. Corps in CASH, the sum of Six Hundred * * * * * * * * * dollars and ....*....*....*..... cents in full payment of the above account.

Joseph Sidorowicz
Major Medical Corps

$[redacted]

267.

Form No. 385.

MEMORANDUM.

Pay Voucher No. _____

WAR DEPARTMENT

_____
(Bureau or Office.)

APPROPRIATION:

_____
(State full title of appropriation.)

Amount, $ *27.00* .

IN FAVOR OF

James G. Blaine, P.O. Box 54, Ayer, Mass.
(Name of payee.)

FOR PERSONAL SERVICES

ACCOUNTS OF

_____
(Name of disbursing officer.)

_____
(Official designation.)

_____
(Place where located.)

_____, *191*
(Period for which account is rendered.)

3—[illegible]

268.

WAR DEPARTMENT
Form No. 888.
Approved by the Comptroller of the Treasury April 18, 1914

WAR DEPARTMENT

(Bureau or Office.)

Voucher No.....
General account.....
Detail account.....

PAY VOUCHER
PERSONAL SERVICES

APPROPRIATION: ..... Symbol..... $.....
APPROPRIATION: ..... Symbol..... $.....

THE UNITED STATES,

TO James G. Blaine, DR.

ADDRESS: P.O. Box 54, Ayer, Mass.

Object Symbol		Days Served	Rate per day	Amount		U. S. Relations
	For SERVICES rendered as Plumber under authority of Par 2 SO 34 Hq. C. Lee, Va dated Feb 3rd, 1918, from Feb 5th, 1918, to Feb 10th, 1918, inclusive, at $ 4.50 per day.	6	4.50	27	00	
	Less deduction for Nothing					
	REMARKS:					

Examined by

I CERTIFY that the above bill is correct, and that the payment therefor has not been received.

DO NOT SIGN IN DUPLICATE. (Signed) James G. Blaine
P.O. Box 54, Ayer, Mass.

I CERTIFY that the foregoing account is correct; that it appears from the records of my office that the person named thereon was legally appointed or employed; that he has performed the service required by law and the regulations of the War Department during the period mentioned; that such service, except as otherwise indicated under "Remarks," has been performed under my supervision; that the person whose name appears in the foregoing voucher is not paid for any period of absence in excess of that allowed by law; that he is entitled to the amount of pay stated above, and that any detail is indicated under "Remarks."

(Signed) Walter L. Main
Major, M.C. USA
(Title)

APPROVED FOR $ *27.00*

Stephen M.C. Roberts
Colonel, M.C. USA

Date Feb. 15th, 1918

Paid by check No. ....., dated ....., 191 , of .....
on ....., in favor of payee named above, for $.....

OR

Received....., 191 , of ....., IN CASH, the sum of ..... dollars and ..... cents, in full payment of the above account.

[redacted]

8—888

Par. 113 M.C.M.

REMARKS

269. The reporter shall be paid at the following rates of compensation by the Quartermaster Corps on vouchers certified to be correct by the Judge Advocate or Recorder:

270. For each case not to exceed $1 an hour for time actually spent in court during the trial or hearing, except when the court or commission sits less than three hours during the first day, when the allowance for such day will be $3. Time will be reckoned to the nearest half hour.

271. Fifteen cents for each one hundred words for transcribing notes and making that portion of the original record which is typewritten; but no allowance shall be made for the first carbon copy of that portion of the record which is typewritten or for original papers which are appended as exhibits.

272. Ten cents for each 100 words for copying papers material to the inquiry, and two cents for each 100 words for each carbon copy of the same, when ordered by the court or commission for its use.

273. Two cents for each 100 words for the second and each additional carbon copy of the record when authorized by the convening authority.

274. Except for such part of the journey as may be covered by government transportation, mileage at the rate authorized for a civilian witness not in government employ and $3 per day for expenses when the judge advocate keeps him at his own expense away from his usual place of employment for twenty-four hours or more.

275.

Form No. 888.

Public Voucher No. .....

WAR DEPARTMENT
QUARTERMASTER CORPS

Appropriation: Pay, etc., of the Army, 191

Amount, $.....

IN FAVOR OF

Frank D. Jones
(Name of payee)

FOR PERSONAL SERVICES—REPORTER

ACCOUNTS OF

(Name of disbursing officer)

(Official designation)

(Place where located)

(Period for which voucher is rendered)

2—888

276.

WAR DEPARTMENT
Form No. 276.
Approved by the Comptroller of the Treasury April 20, 1914

WAR DEPARTMENT
QUARTERMASTER CORPS

PUBLIC VOUCHER

Voucher No. .....
General Account .....
Detail Account .....

PERSONAL SERVICES—REPORTER

APPROPRIATION: PAY, ETC., OF THE ARMY, 191

Symbol .....

THE UNITED STATES

TO Frank D. Jones, DR.

ADDRESS: 11 Willow St., Lynn, Mass.

Object Symbol	Date 191		Amount		U. S. Notations
		For services as a reporter before a General Court-Martial convened at Camp Devens, Mass., pursuant to Special Orders No. 246, Department Camp Devens, Mass. Aug. 7th, 1918:			
		Cases of **********			
		24 hours before the Court (Court, board, or commission.), at $1 per hour	24	00	
		27000 words, at 15 cents per 100 words	40	50	
		5500 words, at 10 cents per 100 words	5	50	
		5500 words, carbon copies, at 2 cents per 100 words	1	10	
		11 days in going to, in attendance on, and returning from said Court (Court, board, or commission), at $3 per day	33	00	
		To mileage for travel between Lynn, Mass. and Camp Devens in going to and returning from the court, being 102 miles, at 7 cents a mile	7	14	
		TOTAL	121	24	

EXAMINED BY

MEMORANDUM VOUCHER
(To be filled in and retained by paying officer)

Voucher certified by .....

Voucher approved by .....

Paid by check No. ....., dated ....., 191 , of .....
on ....., in favor of payee named above, for $.....

OR

Paid in cash ..... by .....
(Date)
..... dollars and ..... cents.

Funds derived from check No. ..... on .....

$..... .....

277. Commutation of coffee rations.—When an enlisted man or an applicant for enlistment supplied with cooked or travel rations, travels unaccompanied by an officer and it is impracticable to cook coffee en route, he may be supplied with funds for the purchase of liquid coffee in lieu of coffee, milk, and sugar components of the travel ration, at the rate of 21c. a day for the number of days that the travel is expected to cover, to be paid to each man on the order of the C. O. who directs the journey, a copy of the order being filed with the voucher on which payment is made.

278. Accompanied by officer.—When an enlisted man or applicant for enlistment, supplied with cooked or travel ration, travels under the command of an officer, and it is impracticable to cook coffee en route, funds at the rate of 21c. a day for a similar purpose may be transferred to the officer to be disbursed and accounted for. At the end of the journey all money in excess of 21c. a day for each man for the actual number of days traveled will be transferred to the nearest Quartermaster. Should any part of the 21c. a day for the actual number of days traveled be unexpended, it will be transferred to company commanders pro rata, to be taken up by them as part of the company fund. When recruits en route to different organizations or corps serving at oversea stations arrive at a recruit depot, however, the unexpended funds will be transferred to the mess officer and taken up by him as part of the mess fund.

279.

Form No. 19, Q. M. C.

MEMORANDUM.

Public Voucher No. .....

WAR DEPARTMENT,
QUARTERMASTER CORPS.

APPROPRIATION:
SUPPLIES, SERVICES, AND TRANSPORTATION, QUARTERMASTER CORPS, 191

Amount, $.....

COMMUTATION OF RATIONS AND LIQUID COFFEE MONEY.

Accounts of

(Name of Disbursing Officer.)

(Official designation.)

(Place where posted.)

(Period for which voucher is rendered.) ....

REMARKS

281. When a civilian witness appears at a military court-martial, he is allowed fees for his appearance as witness, mileage to and from the place of the court-martial if the same has been embodied in an order by the proper authority.

282. Fees will not be paid to military witnesses on the active list.

283. Witnesses on the retired list are entitled to the same fees and mileage that a civilian witness receives. No travel order is necessary in this case.

284.

WAR DEPARTMENT
Form No. 888.
Approved by the Comptroller of the Treasury April 29, 1914

WAR DEPARTMENT
QUARTERMASTER CORPS

PUBLIC VOUCHER

COMPENSATION, CIVILIAN WITNESS

APPROPRIATION: PAY, ETC., OF THE ARMY, 191

Voucher No. .....
General Account .....
Detail Account .....
Symbol .....

THE UNITED STATES

TO Charles H. Wheeler, DR.

ADDRESS: P.O.Box 24, Boston, Mass.

Object Symbol		Amount		U. S. Notations
	For mileage as a witness from Boston, Mass. to Camp Devens, Mass and return, being 72 miles, at 7 cents per mile	5	04	
	For allowance as a witness while in attendance—			
	On a court-martial at Camp Devens, Mass.			
	Giving deposition at ..... for use before a court-martial from August 14th, 1918, to August 18th, 1918, as per certificate hereon, 5 days, at $ 3.00 per day	15	00	
	TOTAL	20	04	

I CERTIFY that, as stated above, I attended as a witness for the period named, and as such the travel between the places named was required.

(PAYEE) Charles H. Wheeler
(Do not sign in duplicate)

EXAMINED BY

(Account to be completely filled in before certification, and no alteration or erasure to be made thereafter)

I CERTIFY that Charles H. Wheeler, a civilian not in Government employ, has been in attendance from August 14th, 1918, to August 18th, 1918, inclusive, { as a material witness before a Gen. court-martial duly convened at this place, / giving deposition for use of a court-martial convened under attached orders, } and that he was duly summoned thereto from Boston, Mass., and was not furnished transportation by the Government for any portion of the journey.

PLACE, Camp Devens, Mass. James H. Burke

DATE, August 18th, 191 8 Capt. Inf. USA. Judge Advocate.
(Title)

Paid by check No. ....., dated ....., 191 , of .....
on ....., in favor of payee named above for $.....

OR

Received ....., 191 , of ....., IN CASH, the sum of .....
dollars and ..... cents, in full payment of the above account.

.....

$.....

.....

2—2000 (This form to be used only for payment of civilian witnesses not in Government employ)

285.

Form No. 866.

MEMORANDUM

Public Voucher No. .....

WAR DEPARTMENT
QUARTERMASTER CORPS

Appropriation: Pay, etc., of the Army, 191

Amount, $.....

IN FAVOR OF

Charles H. Wheeler
(Name of payee)

FOR COMPENSATION, CIVILIAN WITNESS

ACCOUNTS OF

.....
(Name of disbursing officer)

.....
(Official designation)

.....
(Place where located)

.....
(Period for which voucher is rendered)

5—866

286. The 106th Article of War, enacted by Congress, August 29, 1916 (39 Stat., 677), provides that:

"It shall be lawful for any civil officer having authority under the laws of the United States, or of any State, Territory, district, or possession of the United States, to arrest offenders, summarily to arrest a deserter from the military service of the United States and deliver him into the custody of the military authorities of the United States."

287. Paragraph 121, Army Regulations, 1913, provides that:

"121. A reward of $50 will be paid to any civil officer or civilian for the apprehension and delivery, to the proper military authorities at a military post, of a deserter from the military service, except a deserter from the Philippine Scouts, for whose apprehension and delivery a reward of $20 will be paid. A reward of $50 will also be paid for the apprehension and delivery, to the proper military authorities at a military post, of an escaped military prisoner. No reward will be paid in the case of a deserter or of an escaped military prisoner who is serving in the Army, Navy, or Marine Corps, or in the case of a deserter who, subsequently to his desertion, has been dishonorably discharged from any other enlistment in the Army, or who can claim exemption from punishment under the 39th Article of War. The reward will be paid by the Quartermaster Corps, and will be in full satisfaction of all expenses for arresting, keeping, and delivering the deserter or escaped military prisoner. * * *"

288. Under the 39th Article of War, referred to in paragraph 121, Army Regulations, quoted above, a soldier who deserts in time of peace can not be tried for that offense after the expiration of three years from the date of desertion.

289. Paragraph 119, Army Regulations, provides that "Whenever a desertion occurs from any post or station, or command in the field, the commanding officer will cause a report of the desertion to be made, in triplicate, on the prescribed form, and will forward same together with a descriptive list of the deserter directly to the Adjutant General of the Army. * * *"

290. Voucher for payment of reward for the return of deserters.— When a deserter is returned to his original post or other place where there is military jurisdiction and the officer returning him claims the reward as allowed under A. R. 121, the voucher for the payment of the reward will be prepared and submitted to the quartermaster of the post.

291.

Form No. 848.

MEMORANDUM

Public Voucher No. .....

WAR DEPARTMENT

QUARTERMASTER CORPS

APPROPRIATION:

Supplies, Services, and Transportation, Quartermaster Corps, 191

Amount, $.....

IN FAVOR OF

.....

(Name of payee.)

PAYMENT OF REWARD FOR APPREHENSION OF DESERTER OR ESCAPED MILITARY PRISONER

ACCOUNTS OF

.....

(Name of disbursing officer.)

.....

(Official designation.)

.....

(Place where located.)

.....

8—4177 (Period for which voucher is rendered.)

292.

WAR DEPARTMENT.
Form No. 849.
Approved by the Comptroller of the Treasury April 29, 1914.

WAR DEPARTMENT
QUARTERMASTER CORPS

PUBLIC VOUCHER

Voucher No. .....
General Account .....
Detail Account .....

PAYMENT OF REWARD FOR APPREHENSION OF DESERTER OR ESCAPED MILITARY PRISONER

APPROPRIATION: SUPPLIES, SERVICES, AND TRANSPORTATION, QUARTERMASTER CORPS, 191 *Symbol* .....

THE UNITED STATES,

To John Doe, *Dr.*

ADDRESS: P.O.Box 235,New York,N.Y.

OBJECT SYMBOL.	DATE, 191			AMOUNT.		U. S. NOTATIONS.
	Oct	5	For the apprehension and delivery of Henry Doe * {an escaped military prisoner of the ..... / a deserter from Company D, 498th Infantry Regiment} United States Army	50	00	

(Bill to be completely filled in before signature by payee, and no alteration or erasure is permitted.)

EXAMINED BY

I CERTIFY that the above account is correct, and that payment therefor has not been received

John Doe

(Do not sign in duplicate.)

P.O.Box 235,New York,N.Y.

I CERTIFY that the above-named John Doe has arrested and this day actually delivered to me the above-named Henry Doe * {~~an escaped military prisoner~~ / a deserter from the military service} of the United States and is entitled to the authorized reward for said service, † and that Henry Doe Company D 498th Infantry has no right to claim exemption from trial and punishment for desertion under the provisions of Article 39, Articles of War (39 Stat. 656).

Date, October 5th, 1918

(SIGNED) CHARLES G. WILLIAMS
(Signature of officer.)

Captain 498th Infantry
(Official designation.)

APPROVED FOR $[redacted]

Date, ..., 191

(Official designation of approving officer.)

Paid by check No. ....., dated ....., 191 , of .....
on ....., in favor of payee named above, for $.....

OR

Received ..... (Date.), 191 , of ....., in CASH, the sum of ..... dollars and ..... cents, in full payment of the above account.

$[redacted]

I CERTIFY that the proper officers have been notified of this payment this ..... day of ....., 191

Title .....

* Cross out the designation not used.
† This clause to be frosted out when the voucher is on account of an escaped military prisoner.
The payment will be reported to the commander of the company or detachment to which the deserter belongs (A. R. 151 of 1912).

5—2107

IX. LOSSES

TRANSFER LIST

To be Carried by the Officer in Charge of Men Transferred from one Camp to Another and Delivered to the Personnel Officer with the Qualification Cards

---

To Commanding Officer:.....Attention Personnel Office
From Personnel Office, Camp.....Date....., 1918
The following men are this day transferred to.....
Organization
on Requisition No.....

NAME	Army No.	Rank	OCCUPATION	Examined and Rated as		
				A	J	E
Van Valkenburgh, Clarence	1080448	Pvt.	Manager			x
Schnell, Oscar A.	1078167	"	Chauffeur		x	
Haroldson, Iver A.	1079781	"	Barber			x
Woods, Cleo	1079810	"	Teacher			x
Oliver, Alfred	2438646	"	Clerical Worker			x
McLaughlin, Frank J.	1077207	"	Construction Foreman			x
LaLonde, A. L.	1161855	"	Machinist			x

Total Men 7

(SIGNED) Robert H. Eaton
ROBERT H. EATON
2nd Lieut. ASSC.

TRANSFERS

294. In receiving a man.—

1. Check up papers
   Form 29 AGO — Service Record
   637 AGO — Individual Equipment Record
   644 AGO — Pay Card
   38 AMC — Liberty Loan Bond Allotment
   81 MD — Vaccination Record
   CCP 1 — Qualification Card
2. Check endorsements on Service Record.
3. Make out card for master file.
4. Make out card for battalion file.
5. Check and file Pay Card.
6. Make notation for Monthly Roster.
7. Add to company and battalion total.
8. Report of changes.

295. In transferring a man:—

1. Initial Service Record.
2. Indorse Service Record.
3. Indorse Pay Card.
4. Get Form 637 Individual Equipment Record.
5. CCP-1 (Qualification Card).
6. Reduce Battalion Total.
7. Indorse Master File.
8. Indorse Battalion File.
9. Report of Changes.
10. Status Report.
11. Drop on (1) Pay Roll.
12. Drop on (2) Monthly Roster.
13. Send receipt to be signed.
14. Get copy of order.
15. Laundry; due US.

DISCHARGES

References: Army Regulations, Pars. 139 to 161.

296. **Discharge of enlisted men.**—An enlisted man will not be discharged except:

(a) By order of the President or the Secretary of War.

(b) By sentence of general courts-martial or military commission.

(c) By direction of the commander of a territorial department or mobilized division; on account of disability; on account of a sentence to imprisonment by a civil court, whether suspended or not.

(d) In compliance with an order of one of the United States Courts, or a Justice, or a Judge thereof, on a writ of habeas corpus.

297. **Final statements of discharged men.**—When an enlisted man is discharged, the company or detachment commander will furnish him with a final statement, written in duplicate, but a final statement must not be furnished to a soldier who has forfeited all pay and allowances (such as dishonorable discharge) and has no deposits due him. If he has deposits due him a final statement will be issued him containing a full statement of the soldier's accounts at date of his discharge, in order that the Quartermaster may determine whether there is any balance of stoppage which should be collected from the amount due for deposits.

298. **Discharge on certificate of disability.**—When the discharge is made on certificate of disability, the ascertained disability as on the certificate, must be given on the final statements and discharge certificate as the reason for discharge.

299. **Over-payments to discharged enlisted men.**—Any over-payments resulting from the failure of the officer to make proper entry of unauthorized absence in stating the account of an enlisted man for pay for the period of the absence either on pay rolls or final statements will be charged against the officer. It should also be borne in mind that over-payment caused by an erroneous final statement will be charged against the officer who signed the statement.

300. **Certificates of discharge.**—A soldier upon his discharge from the service, will be given a certificate of discharge, signed by a field officer of his regiment, or corps, or by the commanding officer, when there is no field officer present. Discharge certificates will not be made in duplicate. Upon satisfactory proof of the loss or destruction of a discharge certificate, without the fault of the person entitled to it, the War Department may issue to such person a certificate of service, showing date of enlistment in and discharge from the army and the character given on discharge certificate. Blank forms for discharge and final statements are issued by the Adjutant General's department and they will be retained in the personal custody of the company commander.

301. Date of discharge.—The discharge of a soldier takes effect on the date of notice to him of such discharge by the delivery of the discharge certificate to him. The date of discharge on the final statement must be the same as that given on the discharge certificate.

302. Dishonorable discharge.—A dishonorable discharge is a complete expulsion from the service. The discharge of a soldier against whom general courts-martial charges are pending will be deferred until the charges are finally disposed of by the officer exercising general courts-martial jurisdiction.

303. Discharge for physical disability.—When a man is discharged for physical disability, it is invariably done on surgeon's certificate of disability. And the soldier is entitled to travel pay from the place of discharge to place of enlistment in the army. The remark for the final statement would be as follows: "Entitled to travel pay." When a man is permanently unfitted for military service he should be discharged on certificate of disability.

304. Letter AGO dated Sept. 4, 1908, reads as follows in regard to discharge of Unfit Men in Development Battalions:

"Enlisted men in development battalions who are found unfit for military duty on account of physical disability, will invariably be discharged on Surgeon's Certificate of Disability (Form 17 AGO)."

When a soldier is discharged on Surgeon's Certificate of Disability, the organization commander must furnish to the Surgeon of the Organization to which the soldier was attached at the time of his discharge, a letter stating the full name of the soldier, the date of discharge and the cause of same as stated in the certificate together with the degree of disability, and the company and regiment to which he belonged. The Surgeon then makes a true copy of the letter for the completion of his own records and forwards to the Surgeon General, the original copy, and sends a copy to the Camp Surgeon for the completion of his records.

305. Letter AGO dated July 8, 1918, states that, "The fact that an enlisted man is indebted to the United States in any amount on date of his discharge to accept commission should not operate to prevent his discharge for such purpose. The commanding officer should discharge the soldier in this instance and make a statement of the soldier's account on final statements, transmitting such papers to a designated quartermaster, rather than to the soldier himself, in order to insure a collection of the amount due the United States."

306.

COLOR: WHITE.

Honorable Discharge from the Army of the United States

TO ALL WHOM IT MAY CONCERN:

This is to Certify, That George B. Sylvia #354215 * Sergeant Company "D" 302nd Infantry † United States Army, as a TESTIMONIAL OF HONEST AND FAITHFUL SERVICE, is hereby HONORABLY DISCHARGED from the military service of the UNITED STATES by reason of ‡ to accept commission as 2nd Lt. Inf. U.S.A. Tel. A.G.O. Sept. 19, 1918

Said George B. Sylvia was born in New Bedford, in the State of Massachusetts When enlisted he was 28 years of age and by occupation a Blacksmith He had Blue eyes, Red hair, Fair complexion, and was five feet seven inches in height.

Given under my hand at Camp Lee, Virginia this 19th day of Sept., one thousand nine hundred and

FACE OF CERTIFICATE.

Colonel, 302nd Infantry
Commanding.

Form No. [illegible], A. G. O.
Ed. Aug. 20-17—[illegible]

* Insert grade and company and regiment or corps or department; e. g., "Corporal, Company A, 1st Infantry;" "Sergeant, Quartermaster Corps;" "Sergeant, First Class, Medical Department."
† Insert "Regular Army," "National Army," "National Guard," "Regular Army Reserve," or "Enlisted Reserve Corps," as the case may be.
‡ If discharged prior to expiration of service, give number, date, and source of order or description of authority therefor. 5—[illegible]

307.

ENLISTMENT RECORD.

Name: George B. Sylvia #384215 *Grade:* Sergeant

Enlisted Sept. 18, 1917, *at* New Bedford, Mass.

Serving in First *enlistment period at date of discharge.*

Prior service: * None

Noncommissioned officer: Sergeant Oct. 1, 1917 R.S.O. 22-1917

Marksmanship, gunner qualification or rating: † None

Horsemanship: Not mounted

Battles, engagements, skirmishes, expeditions: None

Knowledge of any vocation: Blacksmith

Wounds received in service: None

Physical condition when discharged: Good

Typhoid prophylaxis completed Oct. 2nd 1917

Paratyphoid prophylaxis completed Oct. 2nd 1917

Married or single: Single

Character: Excellent

Remarks: Service: Honest and faithful. No A.W.O.L. No absence in violation of the 107th Article of War

Signature of soldier:

REVERSE SIDE.

Captain, Infantry
Commanding Company D.

* Give company and regiment or corps or department, with inclusive dates of service in each enlistment.
† Give date of qualification or rating and number, date, and source of order announcing same.

8—8304

308.

COLOR (WHITE)

DISCHARGE FROM DRAFT

To all whom it may concern:

#7816842

This is to Certify, That Charles A. Kennedy Corp. Co. D 302nd Inf. U.S.A. is hereby DISCHARGED from the military service of the UNITED STATES by reason of 3rd degree flat feet, pronated, painful, bilateral with loss of both transverse arches

Said Charles A. Kennedy was inducted into the service from the jurisdiction of the *Local Board for New Bedford, *Adjutant General, State of Massachusetts on the tenth day of August, 1918.

While this certificate discharges the person named herein from his present obligation to serve in the Army, it does not operate as a permanent bar to his subsequent entrance into the military service. Under Section 5 of the Act of May 18, 1917, all registered persons remain subject to the draft unless exempted or excused as in that Act provided. Therefore, this discharge does not excuse the holder from obedience to the process of Exemption Boards.

Given at Camp Lee, Va., *this* 15th *day of* Oct., *1918.*

By *{command / order} *of* Colonel Eaton

Adjutant.

*Strike out words not applicable.

NOTE.—This form will be used for discharge of aliens and alien enemies and of men rejected on account of physical unfitness, dependency, etc.

FORM NO. 628, A. G. O.
Ed. Mar. 9-18—100,000.

309.

ACT OF MAY 18, 1917.

Sec. 5. That all male persons between the ages of twenty-one and thirty, both inclusive, shall be subject o registration in accordance with regulations to be prescribed by the President; and upon proclamation by the President or other public notice given by him or by his direction stating the time and place of such registration it shall be the duty of all persons of the designated ages, except officers and enlisted men of the Regular Army, the Navy, and the National Guard and Naval Militia while in the service of the United States, to present themselves for and submit to registration under the provisions of this act; and every such person shall be deemed to have notice of the requirements of this act upon the publication of said proclamation or other notice as aforesaid given by the President or by his direction; and any person who shall willfully fail or refuse to present himself for registration or to submit thereto as herein provided, shall be guilty of a misdemeanor and shall, upon conviction in the district court of the United States having jurisdiction thereof, be punished by imprisonment for not more than one year, and shall thereupon be duly registered: *Provided*, That in the call of the docket precedence shall be given, in courts trying the same, to the trial of criminal proceedings under this act: *Provided further*, That persons shall be subject to registration as herein provided who shall have attained their twenty-first birthday and who shall not have attained their thirty-first birthday on or before the day set for the registration, and all persons so registered shall be and remain subject to draft into the forces hereby authorized, unless exempted or excused therefrom as in this act provided: *Provided further*, That in the case of temporary absence from actual place of legal residence of any person liable to registration as provided herein such registration may be made by mail under regulations to be prescribed by the President.

SECTION 177, SELECTIVE SERVICE REGULATIONS.

DISPOSITION OF MEN REJECTED OR DISCHARGED FROM MILITARY SERVICE AT MOBILIZATION CAMP.

When any selected man is rejected or discharged at a mobilization camp, the commanding officer thereof will promptly notify his Local Board of the fact, cause, and date of rejection or discharge, using Form 1029.

If the rejection or discharge is on account of the fact that the registrant is an alien, or an alien enemy, or that he is physically disqualified for general military service, the Local Board shall place the registrant forthwith in Class V. If the discharge or rejection is on account of dependency or any other cause for deferred classification prescribed by these regulations, the Local Board shall proceed to reclassify the registrant in accordance with his status as determined by the action of the military authorities in discharging him.

310.

COLOR (YELLOW)

Dishonorable Discharge from the Army of the United States

TO ALL WHOM IT MAY CONCERN:

This is to Certify, That George E. Allen #666777 Private Company "G" 302nd Infantry, United States Army is hereby Dishonorably Discharged from the military service of the United States by reason of the sentence of a General Court-Martial promulgated by G.C.M.O. No. 181 Hqtrs Camp Devens, Mass. Nov. 1st 1917

Said George E. Allen was born in Riverton, in the State of Rhode Island. When enlisted he was 30 years of age and by occupation a Waiter. He had Blue eyes, Brown hair, Ruddy complexion, and was five feet eight inches in height.

Given under my hand at Camp Devens Mass. this 10th day of Dec, one thousand nine hundred and Seventeen

NOTE: THE REVERSE OF THIS CERTIFICATE IS MADE THE SAME AS THAT FOR HONORABLE DISCHARGE.

Colonel 302nd Infantry, Commanding.

FORM No. 887, A. G. O. Ed. Jan. 17-18—100,000.

* Insert grade and company and regiment or corps or department; e. g., "Corporal, Company A, 1st Infantry;" "Sergeant Quartermaster Corps;" "Sergeant, First Class, Medical Department."
† Insert "Regular Army," "National Army," "National Guard," "Regular Army Reserve," or "Enlisted Reserve Corps," as the case may be.
‡ Insert number, date, and source of general court-martial order.

DEATHS

311. Deaths.—Immediately upon notice from the Registrar's Office of the death of any member of the organization, prepare an inventory of all the personal effects of the deceased.

312. Inventories.—This inventory is prepared alphabetically and six copies are made on ordinary letter-size paper. Three copies are signed by the soldier taking the effects to their proper destination, and three copies are carried by him and signed by the nearest relative or person to whom the effects are delivered. These three copies are then returned to the deceased soldier's organization commander who prepares in triplicate Form No. 34 AGO, and forwards three copies with the records to the Adjutant General.

313. Notification of death.—A letter is immediately sent to the Adjutant General notifying him of the death of any soldier. This letter should contain the following information:

(a) Full name and rank of deceased.
(b) Army serial number.
(c) Date of death.
(d) Place of death.
(e) Cause of death.
(f) Soldier's emergency address as contained in Service Record.
(g) All running allotments.

If the death occurs after the twentieth of the month, the above information is embodied in a telegram and sent forward, followed up by a letter containing the above information.

314. Report of death and disposal of remains.—The report of death and disposal of remains, is prepared in triplicate on Form No. 415 AGO and is sent forward with the other records of the soldier to the Adjutant General of the Army.

315. Final statement.—A final statement (one only) is prepared showing the status of the soldier at time of death and sent forward with the other records to The Adjutant General of the Army.

316. Allotments.—Allotments will not be reported on the final statement of deceased soldiers. The remark should be made as follows: Class "A" Allotment ($15.00) Fifteen and no/100 dollars per month.

317. Service record.—The service record is closed and the last indorsement is made to The Adjutant General of the Army, and this indorsement should show the exact pay status of the soldier at the time of his death, and will be forwarded to The Adjutant General with the other records of the death of the soldier.

318.

REPORT OF DEATH AND DISPOSAL OF REMAINS.

Jones 3456789 John
(Surname.) (Christian name.)

Pvt. Co."D", 302nd Infantry.
(Grade.) (Company and regiment or corps or department.)

****
(If civilian, capacity and department in which employed.)

Date of death: October 15, 1918

Place of death: Base Hospital, Camp Lee, Va.

Cause of death: Broncho Pneumonia

Date and place of burial, with No. and locality of grave. (If not interred at post, state disposition made of remains) Shipped to Mrs. Henry Jones, (Mother) 23456 Market Street, Doetown, Virginia.

Married or single? If married, name and address of widow: Single

Remarks: None

HENRY DOE
Colonel, Infantry, USA, Commanding.

Station: Camp Lee, Va.

Date: October 16, 1918.

EXTRACT FROM ARMY REGULATIONS.

"162½. The following reports are required by the War Department in the case of the death of a soldier in the active service:
(a) Report of death and disposal of remains (Form No. 415, A. G. O.) to be made by the commanding officer of the post or station or of a command in the field, and forwarded directly to The Adjutant General of the Army as soon as practicable after final disposition has been made of the remains."

FORM No. 415, A. G. O.
Ed. May 22-17—500,000. 3—531

319.

INSTRUCTIONS.

1. "Officers charged with the care and custody of the effects of deceased persons subject to military law are required, under the provisions of the one hundred and twelfth article of war, to deliver the same, or the net proceeds thereof, to the legal representative or widow of the deceased, and to forward the receipts therefor to The Adjutant General of the Army. Should the effects of a deceased person not be claimed within a reasonable period of time they will be converted into cash by the summary court, not earlier than 30 days after the date of death, and the proceeds, with any cash belonging to the deceased, will be deposited with a quartermaster of the Army. * * *" (Par. 163, A. R. 1913.)

2. "In all cases of sale of effects of deceased persons, as contemplated by the one hundred and twelfth article of war, a detailed statement of the proceeds, duly certified by the summary court, will accompany the quartermaster's receipt forwarded by the summary court to The Adjutant General of the Army. The statement will be indorsed: Report of the proceeds of the effects of ———, who died at ———, the —— day of ——." (Par. 164, A. R. 1913.)

3. "The accounts of deceased soldiers are settled by the Auditor for the War Department, and the following is the order of distribution provided for by the act of Congress approved June 30, 1906 (34 Stat. L., 750):

Where the amount due the decedent's estate is less than five hundred dollars, and no demand is presented by a duly appointed legal representative of the estate, the accounting officers may allow the amount found due to the decedent's widow, or legal heirs, in the following order of precedence: First, to the widow; second, if decedent left no widow, or the widow be dead at time of settlement, then to the children or their issue, per stirpes; third, if no widow or descendants, then to the father and mother in equal parts, provided the father has not abandoned the support of his family, in which case to the mother alone; fourth, if either the father or mother be dead, then to the one surviving; fifth, if there be no widow, child, father, or mother at the date of settlement, then to the brothers and sisters, and children of deceased brothers and sisters, per stirpes: *Provided*, That this act shall not be so construed as to prevent payment from the amount due the decedent's estate of funeral expenses, provided a claim therfor is presented by the person or persons who actually paid the same, before settlement by the accounting officers.

"When the amount due to the decedent's estate exceeds the sum of $500, legal administration of the estate is necessary.

"Officers are advised that, in the cases of single men, it is a safe rule to dispose of the effects as prescribed in paragraph 163, and leave the responsibility of distribution to the Treasury Department." (Par. 166, A. R. 1913.)

4. When the effects of a deceased soldier have been destroyed to prevent contagion, or there are no effects, that fact will be fully set forth on the form for inventory of effects.

319a.

INVENTORY OF THE EFFECTS OF

2418969

Jones, John J.
(Surname.) (Christian name.)

late a Pvt. Co.A 302nd Infantry, Camp Lee, Va.
(Grade.) (Company and regiment or corps or department.)

who died at Base Hospital, Camp Lee, Va.

on September 23, *1918, by reason of*

bronchial pneumonia

No. and locality of grave, or other disposition made of remains:

Sent to William R. Jones (father)

114 High Street, Columbus, Ohio.

ARTICLES.	NO.
belt, leather	1
blotters	2
book, address	1
book, French Grammar	1
book, Army Regulations	1
box, soap	1
box, shaving	1
brush, clothes	1
brush, hair	2
brush, rifle	1
buttons, brown	12
can, shoe polish	1
cards, views	8
comb, aluminum	1
cord, hat	1
cup, drinking	1
eraser, ink	1
file, nail	1
folder, bill	1
handkerchiefs	8

(Triplicates.)

ink, bottle	1
jar, cold cream	1
knife, pen	1
leggins, pairs	2
mirror	1
needles	7
pen, fountain	1
scissors, pairs	2
undershirts, cotton	4
vest	1
watch, wrist	1

Money	Specie P.O. Money Order	$54.65
	Notes	$

I certify that the foregoing inventory comprises all the effects of

Pvt. John J. Jones 2418969

deceased, and that the effects were disposed of as prescribed in the 112th Article of War, and Army Regulations.

(SIGNED) ROBERT P. BABCOCK
ROBERT P. BABCOCK
Captain, Infantry, USA
Comdg Co. "A"

Camp Lee, Va.
(Station)

September 25, *191* 8
(Date.)

(OVER.) c 3—4132

DESERTION

320. Form to be used in notifying Adjutant General.—The Commanding Officer will promptly notify The Adjutant General of the Army, on the form provided for the purpose (Form 631 AGO) of every desertion from his command giving the name, rank, serial number, company and regiment of such deserter with date of enlistment and date and place of desertion.

321. Local boards to be notified.—In case of desertion of men inducted into the service under the selective service law, copies of the descriptive list (Form 95 AGO), will be sent to the local boards having jurisdiction.

322. Descriptive lists.—The descriptive list of the deserter as prepared on the form provided for the purpose will be prepared in triplicate and forwarded to The Adjutant General of the Army. A copy will be prepared and mailed to each Chief of Police, of any town where the deserter would probably be located. Three copies will be mailed to the soldier's local board.

323. Allotments.—If previous to the twentieth of the month a letter will be sent to The Adjutant General of the Army giving the following information:

(a) Full name and rank of the deserter.
(b) Army serial number.
(c) Place and date of desertion.
(d) Date of enlistment.
(e) Place of enlistment.
(f) Running allotments.

324. Service record.—The service record will be kept in the files of the company until such time that the soldier has been apprehended and returned to camp.

325.

DESCRIPTIVE LIST OF DESERTER

FROM THE

UNITED STATES ARMY

Doe 123456789 John
(Surname.) (Christian name.)

Pvt.Co."D".302nd Infantry,Camp Lee,Va.
(Grade.) (Company and regiment or corps or department.)

Was accepted for enlistment at Boston,Mass.

_____, was enlisted October 4th, 1917

at Camp Lee,Virginia

and deserted October 1st, 1918

at Camp Lee,Virginia.

Residence: No Street No. Boston,Mass.

Name and address given by soldier of person to be notified in case of emergency:

Mrs.Henry Doe (Mother) 654 StatesSt.
(Name and degree of relationship; if friend, so state.)

Boston,Mass.
(Address.)

Born in Cambridge,Massachusetts.
(Town or city.) (State or country.)

Age 30 years; occupation Plumber

Eyes Blue; hair Brown; complexion Light;

Height 5 feet 8 inches.

Prominent scars and marks. (State also any peculiarities in appearance, clothing worn at desertion, and such other data as may aid in identification)

Marks not made. Finger prints taken.

(SIGNED)HAZEN B. HINMAN,Colonel,USA
HAZEN B. HINMAN
302nd Infantry
Commanding.

_____
(Station.)

_____, 191
(Date.)

Form No. 95, A. G. O.
Ed. Aug. 25-17—200,000. 3—2479 (See other side.)

326.

UNITED STATES ARMY

REPORT OF DESERTION, ESCAPE, SURRENDER, OR APPREHENSION

DESERTION OR ESCAPE

Doe 123456789 John
(Surname.) (Christian name.)

Pvt. Co. "D", 302nd Infantry, Camp Lee, Va.
(Grade.) (Company and regiment or corps or department.)

Enlisted October 4th, 1917

*Deserted, ~~Escaped~~ October 1st, 1918

at Camp Lee, Virginia

Remarks: Uniform at time of leaving camp:

Barracks cap; Woolen O.D. Uniform; Service Leggins; Russett Shoes and Blue hat cord.

(SIGNED) HAZEN B. HINMAN, Colonel, U.S.A.
HAZEN B. HINMAN

Commanding 302nd Inf.

SURRENDER OR APPREHENSION

(Surname.) (Christian name.)

(Grade.) (Company and regiment or corps or department.)

Enlisted ....., 191

*Surrendered, *apprehended ....., 191

at .....

Returned to military control ....., 191

at .....

Remarks: .....

Commanding .....

* Strike out words not applicable.

INSTRUCTIONS.

1. This form will be used in reporting all cases of desertion, escape of general prisoners, surrender, or apprehension, under paragraphs 119 and 128½, Army Regulations, 1913.
2. In case of desertion, if the soldier has been transferred since last bimonthly muster, give old as well as new organization.

Form No. 631, A. G. O.
Ed. Oct. 10-17—400,000.

327.

*Regular Army. *National Army.
*National Guard. *Enlisted Reserve Corps.

CERTIFICATE OF DISABILITY FOR DISCHARGE

OF

Crook (Surname.) John F. (Christian name)

Corporal, (Grade.) Co D 302 Inf. (Company and regiment or arm or corps or department.)

Enlisted May 27, 1918, at Red Bank, N.J.

by

Age at enlistment, 25 yrs. and 10 mos.; occupation, Painter

Prior service (total) ..... yrs. and ..... mos. Last discharged 19

Recommended for discharge on account of Nephritis, parenchymatous chronic.
(State nature of disability.)

Became unfit for duty from present disease or injury (date)

Prior to enlistment.
Disease contracted or injury received (date and place)

When disability arose soldier was (state duty and service. If absent from company, cause and date)

Not in service of the United States.

Cause of disease, or circumstances under which it appeared:

[NOTE.—In case of wounds (other than wounds received in action), or injury, if the company commander has no personal knowledge as to how received, certificates of officers, affidavits of enlisted men, or other parties if practicable, having such knowledge, special reference being made therein as to the sobriety of the soldier at the time of the occurrence, will be procured and a copy appended to the certificate of disability, and the number so appended will be enumerated hereon. If no information is obtainable, so state.]

Cause unknown

Not in line of duty.

Existed prior to enlistment.

Disability was not incurred in line of duty.

Captain, Infantry, U.S.A.
Commanding Co D 302 Inf.

Camp Lee, Va.

Sept 18, 1918

*Strike out words not applicable.

FORM No. 17, A. G. O.

(1) 3—2698

(2)

REPORT OF BOARD OF MEDICAL OFFICERS.

From a careful consideration of all the evidence obtainable in the case and a critical examination of the soldier,

WE FIND: That he is unfit for service as a soldier because of

Nephritis, paranchymatous chronic; manifested by the following symptoms:
1. Pain in back for past 3 years.
2. Swelling of legs for past year.
3. Dyspnoea on exertion.
4. Aortic 2nd sound.
5. Blood Pressure; S-162; D-90.
6. Urinalysis; Sept. 4, 1918-Sp.Gr.1030; Albumin Trace, casts, hyaline & granular. Sept 5, 1918; Sp.Gr.1020; Albumin Trace; Casts, hylline and granular. Sept 6, 1918 Sp.Gr.1030; Albumin Trace; Casts, Hyaline and granular.

Not in line of duty as shown by the above symptoms and attached statement of Soldier. Form #88 A.G.O. not available for examination.

That the disqualifying disability *did exist prior to enlistment and *did not originate in line of duty.

That the medical officer who enlisted the soldier is not blamable (867 A. R.).

WE THEREFORE RECOMMEND

That the soldier be discharged for disability which was not incurred in line of duty.

Length of time case has been under observation of one or more members of the board one week

In view of occupation, to what extent is he disabled from earning subsistence?

1/8 (one week)

The soldier *did *did not decline treatment for the relief of disability (151 A. R.).

(Name.)	(Rank.)	(Corps.)
John J. Jones	Major	M.C.
Frank S. Doe	1st Lt.	M.C.

*Strike out words not applicable. 3—2638

328.

1st Indorsement.

To the Commanding Officer,

302nd Infantry October 5, 1918.
(Post or Regiment.) (Date.)

2d Indorsement.

Headquarters 302 Inf. Camp Devens Mass

To the Commanding General Camp Devens, Mass.

forwarded.

Henry P. Briggs
Colonel, Infantry, U.S.A.
Commanding 302nd Inf.

3 Indorsement.

Hq. C.S.O. Camp Devens Mass. 10/6/18.

To the Commanding General, Camp Devens, Mass.

1a Discharge recommended

William Cobb
Capt. M.C. U.S.A. For Camp Surgeon

4 Indorsement.

Headquarters Camp Devens Mass. Oct. 12, 1918

To the Commanding Officer:

302nd Infantry
(Post or Regiment.)

The discharge of John F. Crook, Corp. Co. D 302nd Inf.

is directed

By command of Major General Eaton

A.M. Burdette
Major, Infantry, U.S.A., Adjutant

(Additional sheets for indorsements, if required, to be attached here.)

(9)

Indorsement.

5 Indorsement.

Headquarters 302nd Inf. Camp Devens Mass.

To The Adjutant General of the Army:

The soldier was discharged at this Post on the 18th day of October, 1918, and was furnished with a discharge certificate and duplicate final statements. He desires to be addressed at 144 Main St. Fair Haven

County of Bristol, State of Mass

Ralph Lowell
Colonel, Inf. U.S.A.
Commanding 302nd Inf.

INSTRUCTIONS.

1. When a company or detachment commander finds a soldier unfitted for military service because of wounds or disease he will fill out the certificate on page 1 of this form (duplicate required only in case of insane soldiers, see instruction 5) and submit the case to the post or regimental commander, who will convene a board of medical officers to examine the soldier as provided in paragraph 159, Army Regulations, 1913.

2. If the board recommends the discharge of the soldier, the post or regimental commander will forward the certificate of disability with his recommendations thereon to the department or division commander.

3. The certificate, after having received the action of the department or division commander, will be returned to the post or regimental commander, who will, if the discharge is authorized, sign the soldier's discharge certificate, see that he is furnished with final statements in duplicate, and forward this certificate of disability directly to The Adjutant General of the Army. He will also inform the surgeon of the discharge, as provided in paragraph 160, Army Regulations, 1913.

4. This ce 'cate will not, under any circumstances, be given into the hands of the soldier.

5. In case of an insane soldier the certificate of discharge will be prepared in duplicate and will be accompanied by the reports and papers required by paragraphs 468-470, Army Regulations, 1913.

ACT OF MAY 18, 1917

329. Section 5.—That all male persons between the ages of twenty-one and thirty, both inclusive, shall be subject to registration in accordance with regulations to be prescribed by the President; and upon proclamation by the President or other public notice given by him or by his direction station the time and place of such registration it shall be the duty of all persons of the designated ages, except officers and enlisted men of the Regular Army, the Navy, and the National Guard and Naval Militia while in the service of the United States, to present themselves for and submit to registration under the provisions of this act; and every such person shall be deemed to have notice of the requirements of this act upon the publication of said proclamation or other notice as aforesaid given by the President or by his direction; and any person who shall willfully fail or refuse to present himself for registration or to submit thereto as herein provided, shall be guilty of a misdemeanor and shall, upon conviction in the district court of the United States having jurisdiction thereof, be punished by imprisonment for not more than one year, and shall thereupon be duly registered: Provided, That in the call of the docket precedence shall be given, in courts trying the same, to the trial of criminal proceedings under this act: Provided further, That persons shall be subject to registration as herein provided who shall have attained their twenty-first birthday and who shall not have attained their thirty-first birthday on or before the day set for the registration, and all persons so registered shall be and remain subject to draft into the forces hereby authorized, unless exempted or excused therefrom as in this act provided: Provided further, That in the case of temporary absence from actual place of legal residence of any person liable to registration as provided herein such registration may be made by mail under regulations to be provided by the President.

329a. Section 177—Selective Service Regulations.—Disposition of men rejected or discharged from military service at mobilization camp. When any selected man is rejected or discharged at a mobilization camp, the commanding officer thereof will promptly notify his Local Board of the fact, cause, and date of rejection or discharge, using Form 1029.

If the rejection or discharge is on account of the fact that the registrant is an alien, or an alien enemy, or that he is physically disqualified for general military service, the Local Board shall place the registrant forthwith in Class V. If the discharge or rejection is on account of dependency or any other cause for deferred classification prescribed by these regulations, the Local Board shall proceed to reclassify the registrant in accordance with his status as determined by the action of the military authorities in discharging him.

330.

WAR DEPARTMENT Penalty for Private Use, $300
Official Business

LOCAL BOARD

.....

.....

.....

3-5447

* * * * * *

WAR DEPARTMENT Penalty for Private Use, $300
Official Business

THE PROVOST MARSHAL GENERAL

WASHINGTON, D. C.

331.

Form 1029-C PMGO

LOCAL BOARD FOR DIVISION No....

.....

Place .....

Date .....

The soldier described herein was this date discharged from Military Service.

Reason for discharge.....

.....

Order No..... Name..... Serial No.....

Signature.....

3—5447 Rank.....

* * * * * *

Form 1029-D PMGO

LOCAL BOARD FOR DIVISION No....

.....

Place .....

Date .....

The soldier described herein was this date discharged from Military Service.

Reason for discharge.....

.....

Order No..... Name..... Serial No.....

Signature.....

3—5447 Rank.....

FURLOUGHS

332. Certificate.—The furlough of an enlisted man will show by memorandum of his company command to what day he was last rationed and the number of rations, if any, drawn for him previous to his going on furlough, for the time covered by the furlough, and the certificate of Commanding Company on the back of the furlough will show the date on which he rejoined his proper station.

333. Commutation of rations.—If entitled to commutation he will be paid by any Quartermaster upon presentation of the furlough containing the above (see paragraph ....), memorandum and certificate. Furlough to be in duplicate.

334. Authority to appear on certificate.—The authority under which a furlough is granted should be cited on the face of the furlough by the officer granting it. If the period for which the furlough is given is within the competency of the authority stated, no copy of the order is needed to accompany the furlough when presented to a disbursing officer for payment of commutation of ration.

335. Competency of authority.—If the period is manifestly beyond the competency of the authority cited, the furlough should, when presented for payment of commutation of ration, by copies of all orders in pursuance of which it was given.

336. Authority.—The granting of furloughs to enlisted men is subject to the regulations that the separate brigade or division commander may prescribe from time to time.

337. Return transportation.—When an enlisted man on furlough and without funds to return to his proper station, the commanding officer of any station is authorized to furnish the necessary transportation and charge cost of same against the soldier on his next payroll. This may be furnished by the C. O. of the nearest General Recruiting Office, post or camp.

338. Arms while on furlough.—Soldiers on furlough will not take with them their arms or accouterments, and no payment will be made to them without authority from the War Department.

INDEFINITE FURLOUGHS

Under direction of the Secretary of War, dated May 10, 1918, the following regulations will apply to the granting of indefinite furloughs:

339. Conditions.—Furloughs of indefinite duration will be granted to enlisted men for the purpose of engaging in industry essential to the prosecution of the war when the following conditions are fulfilled:

(a) Each Chief of Bureau or Department of the government concerned will designate one officer who will take action on all applications from that bureau or department for furlough under these regulations.

(b) This officer must certify that each man is skilled in a class of labor in which a definite shortage exists and, that his retention in industry is essential to the prosecution of the war.

(c) When these conditions have been fulfilled, such enlisted men will be granted a furlough of indefinite duration without pay or allowances under the act of Congress, approved March 16, 1918.

340. Instruction to employer.—On the granting of the above described furlough, the enlisted man will be directed to report to the employer who requires his services.

The employer must in each case be advised of the man's instructions to report to him for the specific reason intended, and will be requested to report at the end of each month to the Chief of the Bureau or Department having issued the above certificate, the status of the soldier; and should at any time the soldier separate himself from such employment or not accept regular employment, the employer will immediately notify the Adjutant General of the Army of such separation, and, if practicable, the latest address of the man.

341. Final statements.—From a letter from AGO dated August 2, 1918, the following has been taken, covering the use of Final Statements in connection with men granted indefinite furloughs.

Extract

There is no objection to the use of final statements in the cases of enlisted men granted indefinite furloughs without pay and allowances for the purpose of engaging in industry essential to the prosecution of the war. It is advantageous to make a final settlement of an enlisted man's accounts when furloughed for an indefinite period, as in the within case, from the standpoint of an enlisted man, he thus being enabled his accrued pay prior to his departure instead of having a check in settlement thereof transmitted to him at the end of the month.

It is recommended, therefore, that the account of the men in reference be closed and that settlement of any pay due to date of discharge be made on a final-statement form. In this event, however, the final statements should be plainly designated as "Indefinite Furlough" in order to obviate difficulty in the handling thereof by disbursing officers and all concerned.

FARM FURLOUGHS

Reference: G. O. 31 W. D. 1918.

342. Conditions.—Furloughs may be granted under this order for short periods, largely for harvesting and seeding time. They may be given by commanding officers of posts, camps, cantonments, divisions and departments. Such furloughs will not be granted to enlisted men of or above the grade of first sergeant, nor will they be granted to an organization that has been ordered overseas, and all furloughs that have been granted by such an organization will be recalled and the men ordered to their organization when the latter have received preparatory orders for overseas. Furloughs may be granted en bloc to men that are willing to accept them upon requests of farmers when the time to be consumed in traveling from the post to the places of labor will not exceed 24 hours. In making these requests farmers will make use of Form 1035 P. M. G. O., making alterations to show number of soldiers requested and adding that they are in a position to pay the

wages usually paid in the vicinity, and such wages will be paid to the soldiers assisting them. These applications will be made to the local boards, who will forward same to the soldier's post.

The soldier will have to indorse upon the back of the application to show that he desires to accept the work and these signatures will be considered as voluntary application within the meaning of the law.

343. Allotments.—When a soldier who has made an allotment subsequent to April 2, 1918, a report must be made by his organization commander to the Adjutant General of the Army containing the following information:

(1) Name of soldier, rank and organization.
(2) Date of furlough.
(3) Kind and amount of allotment made subsequent to April 2, 1918.
  (a) Class A War Risk Allotment.
  (b) Class B War Risk Allotment.
  (c) War Risk Insurance and Liberty Loan Allotments.

APPLICATION FOR FURLOUGH

344. Form 1035 PMGO.—

I

Camp Devens, Mass.,
October 10, 1918.

I, James G. Brown, hereby make application for the furlough of the soldier named below from October 15, 1918, to October 30, 1918, to enable him to engage in agriculture.

James G. Brown,
Father.

II

STATEMENT OF FACTS, TO BE MADE BY THE PERSON MAKING THE APPLICATION

1. Name of soldier for whom application is made: Charles G. Brown.
2. Rank: Private; organization: Co. "D," 302nd Inf.; present station: Camp Devens, Mass.
3. Location of farm on which soldier is desired for work: Attleboro, Mass.
4. Name of owner or tenant of farm: James G. Brown.
5. Kind of farm: Grain farming.
6. Number of persons engaged on farm: Eighty.
7. Number of males above age 14, now working on farm: Forty.
8. Acreage of farm: 197 acres.
9. Crops to be grown this year and approximate acreage of each: Wheat, 35; Corn, 20; Oats, 15; Barley, 5.
10. Number of horses on farm: 10; cattle, 38; hogs, 87; sheep, 0.

11. Market value of farm: $30,000.00.
    Last year's production: $14,000.00.
    This year's anticipated production: $25,000.00.
    Farm machinery: $15,000.00.
12. What is soldier's experience in farming: Graduate of Massachusetts Agricultural College.
13. What wages are paid farm labor in vicinity: $35.00 to $75.00 per month.
14. Is farm labor reasonably available in vicinity: No.

AFFIDAVIT

Attleboro, Mass.,
October 10, 1918.

I swear (or affirm) that all answers to questions 1 to 14 in the foregoing statement of facts are true; that the soldier for whom furlough is requested is urgently needed for the time asked; that he can not be replaced without substantial and material loss to the products of the farm; and that this furlough is desired for the sole purpose of enabling him to work on the farm.

Charles G. Brown.

Sworn to and subscribed before me this tenth of October 1918.

John Richardson,
Justice of the Peace.

My commision expires January 1919.

III

RECOMMENDATION AND FINDING OF LOCAL BOARD

Stamp of Local Board

The above-named local board finds that the services of the soldier herein named are urgently needed on the farm herein mentioned; that the said farm produces substantially more agricultural produce than is consumed by those working on the place; that the soldier can not without great difficulty be replaced thereon; that his continued absence is reasonably likely to decrease the production of the farm under which it can reasonably be expected to produce if the soldier is returned; and that the registrant will be of value as a farm laborer.

Remarks: None.

It is therefore recommended that this furlough be granted (refused) from October 15, 1918, to October 30, 1918.

Place: Attleboro, Mass, October 10, 1918.

Rufus A. Swan,
Clerk of Local Board.

IV

Attleboro, Mass.,
October 11, 1918.

I concur in (dissent from) the above finding and recommendation.

William D. Payne,
Government Appeal Agent.

V

ENGAGEMENT OF SOLDIER

I join in the above application and if the furlough here asked for is granted I hereby engage to utilize the time of my absence solely and completely in farming, to work earnestly and well, and that if for any reason my services cease to be urgently needed before the expiration of my furlough to report immediately for military duty at my proper post.

Charles G. Brown,
Private, Co. "D," 302nd Inf.

Camp Devens, Mass., October 12, 1918.

VI

Camp Devens, Mass.,
October 14, 1918.

The application for furlough contained herein is approved
disapproved

(If disapproved state reason.) None.

Harry F. Hodges,
Commanding.

345.

FURLOUGH.

TO ALL WHOM IT MAY CONCERN:

Be it known, That in pursuance of authority in me vested by Par.24,S.O. 266,Hq Camp Lee, Virginia,Sept.20,1918.
(Give full reference to orders or other authority.)

a FURLOUGH is hereby granted to

Wells (Surname.) Augustus L. (Christian name.)

a Corporal (Grade.) Co.K,314th Inf. (Company and regiment or corps or department.)

*for the period from September 21, 191 8,

~~†from date of arrival in the United States~~

to September 30, 191 8, both days inclusive, with permission to visit Dayton,Ohio.

The close of the last day of this furlough must find him with his Company

at Camp Lee,Va., or wherever it may then be

†or at
(Here enter name of post nearest home port of embarkation.)

Station: Camp Lee,Virginia

Date: September 20,1918.

Colonel,314th,Inf.
Commanding Post.

*Strike out this line in case of furlough granted to a soldier serving in Porto Rico, Panama Canal Zone, Hawaii, Guam, the Philippine Islands, Alaska, or at any station beyond the continental limits of the United States. The furlough in such case takes effect on the date the soldier reaches the United States, which will be shown in the certificate of transport quartermaster or agent hereon.
†Strike out these lines if not applicable.

FORM No. 66, A. G. O.

3—1281

MEMORANDUM.

Pay and rations.—This soldier was last paid to include August 31st, 191 8; included on ration return to September 30th, 191 8; actually rationed to include Sept. 20th 191 8; the 10 rations overdrawn to be deducted from ration return of Co. K, 314th Inf., for the period from October 1st, 191 8, to October 31st, 191 8

Description of Soldier.

Age, 27; height, 6 feet 6 inches; complexion, Light; eyes, Blue; hair, Brown

Signature of soldier: Augustus L. Wells

Charles P. Sawyer
Captain,Infantry,U. S. A.
Commanding Co.K,314th Infantry.
(Organization or detachment.)

CERTIFICATE OF TRANSPORT QUARTERMASTER OR AGENT, OR OF CAPTAIN OR PURSER OF COMMERCIAL LINER.

I certify that subsistence was furnished the above-named man from _____, 191

to _____, 191 (both dates inclusive),

on _____

which arrived at _____

on _____ 191

3—1281

346.

Subvoucher No. .....

TO

Voucher No. ....., Abstract of Disbursements,

PERTAINING TO ACCOUNT CURRENT

of .....

....., Quartermaster, for

....., 191

INSTRUCTIONS.

Failure to rejoin proper station on the expiration of the furlough works a forfeiture of any claim for commutation of rations for the period of the furlough.

This paper will be preserved by the soldier for use in collecting commutation of rations, which will be paid by any quartermaster having funds for the purpose, after the certificate on page 3 hereof has been duly executed.

The transport quartermaster or agent will certify hereon the dates between which subsistence was furnished on the transport, and the date the vessel arrived in the United States.

The commanding officer of the post at which the soldier is directed to report on the expiration of his furlough will cause the certificate on page 3 hereof to be executed, showing date the soldier reported.

The authority under which a furlough is granted (whether under Army Regulations or in pursuance of the orders of a superior) should be cited on the face of the furlough by the officer granting it. If the *period* for which the furlough is given is within the competency of the authority cited, no copy of the order is needed to accompany the furlough when presented to a disbursing officer for payment of commutation of rations, but if the *period* is manifestly beyond the competency of the authority cited, the furlough should, when presented for payment of commutation of rations, be accompanied by copies of all orders in pursuance of which it was given. 3—1261

Co. K, 314th Inf., Camp Lee, Va.,

Sept. 30th, 191 8

The above-named soldier * reported for duty, as required by this furlough, on the 30th day of September, 191 8, * ~~was discharged per Special Orders, No. ....., Hq. ..... 191 ; on the ..... day of ....., 191 ;~~ and will be included on ration return from and including † October 1 - 31, 191 8

The rations reported as overdrawn were duly deducted from the ration return referred to.

Charles P. Sawyer.

Captain, Infantry, U. S. A.

Commanding Co. K, 314th Inf.
(Organization or detachment.)

Commutation of rations paid by Check No. .....;

on .....

in favor of ....., or order,

dated ....., 191 Am't, $.....

.....

....., *Quartermaster.*

*Strike out clause not applicable.

†A full day's ration is the unit. Paragraph 371, Army Regulations, 1912, prescribes three meals per day—breakfast, dinner, and supper. The credit in rations to be given an organization for messing men for a part of a day only should therefore be determined by dividing the total number of meals furnished by 3, and taking the quotient to the nearest whole number. A remaining fraction of ⅓ would thus be disregarded, whereas ⅔ remaining would count as a ration. 3—1261

X. SUPPLY

WAR DEPARTMENT.
Q. M. C. Form No. 212.
(Authorized March 6, 1916.)

REQUISITION FOR CLOTHING (IN BULK).

Co. D., 302nd Inf. (Organization.) Camp Lee, Va. (Station.) Oct 2 1918.

Req'd.	Issued.	Rat'd to Q. M.	Not issued.	Articles.	Sizes.																	Unit prices.	Totals.		
				Bands, cap, dress (stars arm)		6¾	6¾	6¾	7	7¼	7¼	7¼	7¼												
82				Belts, waist																		.17	1	3	94
				Breeches, pairs:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18			
41				Cotton, O. D., foot			4	24	22		5		2		2		1	3	1	1	1		1.28	5	2	48
				Cotton, O. D., m't'd																					
54				Woolen, O. D., foot	5	3	2	4	3	8	6		3		2		1	3	2	2	6	4	2.72	1	4	6	88
				Woolen, O. D., m't'd																					
					19	20	21	22	23	24	25	26	27	28	29	30	31	32							
12				Cotton O. D., foot	3	1	2	3	2	1													1.28	1	5	36
				Cotton, O. D., m't'd																					
34				Woolen, O. D., foot	10		2		7		2		3		2		3	2		2	1		2.72	1	0	2	48
				Woolen, O. D., m't'd																					
				Caps:		6½	6¾	6¾	6¾	7	7¼	7¼	7¼	7½	7½										
				Bakers' and cooks'		xxx	xxx								xxx										
				Dress (without bands)		xxx									xxx										
				Service											xxx										
				Winter		xxx																			
				Chevrons, pairs:	Arm																				
				Cotton, O. D.																					
				Denim																					
				Dress																					
				Gunners'																					
				White																					
				Woolen, O. D.																					
				Coats:	1	2	3	3½	4	4½	4½	5	5¼	5½	6	6¼	6½	7	7¼	7½	8	9			
24				Denim	6	8	5	xxx	5	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	1.19	2	8	56
				Dress																					
53				Service, cotton, O. D.	4	3	5	2	2	4	3	2	3	8	12	1	1	2		1			1.28	6	7	84
88				Service, woolen, O D	6	4	4	3	4	3	4	7	1	6	8	4	17	4	3	8	1	1	4.95	4	3	6	60
				White				xxx		xxx	xxx		xxx	xxx		xxx	xxx	xxx	xxx	xxx	xxx	xxx				
					14	14½	15	15½	16	16½	17	17½	18	18½											
				Collars																					
				Cords:	Arm																				
				Breast																					
80				Hat			Infantry																.065		5	20
				Drawers, pairs:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18			
160				Canton flannel, winter			22	4	18		20	22	8	8	6	10	10	2	12	2		16	1.00	1	6	0	00
				Jean, summer																					
					19	20	21																		
				Canton flannel, winter																					
				Jean, summer																					
					9	10	11																		
				Gauntlets, winter, pairs																					
				Gloves, pairs:	7½	8	8½	9	9½	10	10½	11	11½	12											
				Cotton, white	xxx	xxx	xxx		xxx		xxx		xxx												
				Horse hide, yellow																					
				Riding							xxx	xxx	xxx	xxx											
88				Woolen, O. D.	xxx	xxx	xxx	xxx	70	xxx	11	xxx	7	xxx	xxx								.41	3	6	08
				Hats:			6¾	6¾	7	7¼	7¼	7¼	7½	7½	7¾										
				Denim																					
52				Service			28	12	4	3	3	1	1	xxx	xxx								1.28	6	6	56
				Laces, pairs:																					
141				Breeches																			.02		2	82
				Leggin																					
				Shoe																					
					1	2	3	4	5	6															
56				Leggins, canvas, pairs	16	36	10	2	2														.85	5	6	10
				Neckties																					
				Ornaments (each):																					
				Cap, bronze																					
				Cap, gilt																					
				Collar, bronze																					
				Collar, bronze, letters U. S.																					
				Collar, gilt																					
				Collar, gilt, letters U. S.																					
					5	6	7	8	9	10	11	12	13												
74				Overshoes, arctic, pairs		8	12	31	14	4	4	1											1.75	1	2	9	50
					1	2	3	4	5	6															
144				Shirts, flannel, O. D.	65	37	40	1	1														3.03	4	3	6	32
					13	13½	14	14½	15	15½	16	16½	17	17½	18	18½									
				Shirts, muslin																					
					6	6½	8	8½	9	9½	8	8½	9	9½	10	10½	11	11½	12						
				Shoes, gymnasium																					

2—1021 Carried forward

348.

Req'd.	Issued.	Ret'd to Q. M.	Net issued.	Articles.	Sizes.																	Unit price.	Totals.		
				Brought forward																					
				Shoes, russet, pairs:	5	5½	6	6½	7	7½	8	8½	9	9½	10	10½	11	11½	12						
20				Last A	4	2	3	4	5	2												4.50	9	0	00
18				Last B			4	5	6	3												4.50	8	1	00
18				Last C					3	3	2	3	2	2	3							4.50	8	1	00
35				Last D		2	4	3	6	4	4	6	2	2	2							4.50	1 5	7	50
30				Last E		1	2	4	3	6	8	2	4									4.50	1 3	5	00
20				Last EE						3	2	5	5	2	2	1						4.50	9	0	00
				Stockings, pairs:	9½	10	10½	11	11½	12															
400				Cotton	280	60	40	20		xxx												.10	4	0	00
				Woolen, heavy		xxx		xxx		xxx															
400				Woolen, light	280	60	40	20															1 0	0	00
				Stripes, pairs:	Sgt.	Corp.	Mus.			Art.	Cav.	Eng.	H.C.	Inf.	M.C.	Nav.	Ord.	Q.M.	Sch.	Sig.					
				Service	xxx	xxx	xxx								xxx	xxx									
				Trouser											xxx	xxx									
					36	38	40																		
				Suspenders, pairs																					
				Tags, identification																					
				Tape, identification, yds.																					
				Trousers, pairs:	1	2	3	3½	4	4¼	4½	5	5¼	5½	6	6¼	6½	7	7¼	7½	8	9			
				Cotton, O. D.																					
				Denim				xxx		xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx			
				Drill, 16-oz.																					
				Drill, 22-oz.																					
				White				xxx		xxx	xxx		xxx	xxx		xxx	xxx		xxx	xxx					
				Woolen, O. D.																					
				Undershirts:	1	2	3	4	5	6															
30				Cotton, summer	5	6	14	5														.30		9	00
300				Woolen, winter	60	110	60	50														1.00	3	0	00

Total value of clothing received from quartermaster

The articles enumerated in column "Required" are necessary to properly equip my command. Supply is requested.

(1) Charles G. Bowker

Approved: Capt., 302 Inf.

(2)

Commanding.

(Approval required only when used as special requisition by quartermaster.)

The articles enumerated in columns "Ret'd to Q. M." were returned to him on ....., 191

(5)
(Signed by organization commander or his representative.)

Returned articles received by:

(6)
(Signed by quartermaster or his representative.)

The articles enumerated in column "Issued" were received by me from ..... Q. M., on ....., 191

(3)
(Signed by organization commander or his representative.)

Issued by:

(4)
(Signed by quartermaster or his representative.)

I certify that the articles enumerated in column "Net issued" have been duly issued.

Total money value of clothing issued to enlisted men.....

(8)

I does were taken from G. O. No. ....., W. D., 191

(7)
(Signed by organization commander or his representative.)

(Above certificate (7) not to be completed on copies retained by quartermaster.)

Q. M. C. Form No. 512.

Voucher No. ....., *F. Y. 191*

PROPERTY ACCOUNT

OF

..... *Quartermaster,*

at .....

REQUISITION FOR CLOTHING (in bulk)

..... (Organization.)

Dated ....., *191*

INSTRUCTIONS.

Prepared in triplicate by organization commander and sent direct to quartermaster.

Quartermaster will prepare clothing for form not entire quantities in stock. Upon receipt of this requisition, quartermaster will return to organization commander or an officer designated by him will receive the clothing at the quartermaster's storehouse and all copies of requisition will be signed as (5) and (6) as indicated. A line will be drawn through each blank space and all copies signed at (5) and (6) will be removed from quartermaster's storehouse for issue. One copy of requisition will be delivered to officer receiving the clothing and two copies retained by the quartermaster as vouchers to Property Account.

The officer receiving the clothing will check off the quantities issued, initial the city, obtain soldier's receipt, and sign officer hereon at (7). Clothing not actually issued will be returned to the quartermaster by the organization commander or an officer designated by him, within twenty-four hours from time clothing was drawn, the quantities being returned and the receipts obtained from soldiers to be noted. A line will be drawn through each blank space and all copies signed at (5) and (6) as indicated. Column "Net issued" will be filled in to show net quantities issued.

After everything has been issued and samples returned, if any, the organization commander will immediately cause requisition to be completed and statement of Clothing Charged, etc., (Form No. 1056) to be prepared as explained on that form.

Quartermaster will forward to Washington his copies of the requisition and other papers to Property Account; he will retain one copy in the Quartermaster General and file the other copy with his retained vouchers.

This form may be used as a special requisition by quartermaster when number in which case quartermaster enters at (1) and C. O. at (2).

Articles not in stock may be entered in the space provided, and value therefrom will be entered on this form and included in "Total value of clothing received from quartermaster."

FOR SUPPLIES IN USE
FOR SUPPLIES TURNED IN

VOUCHER NO. .....

MEMORANDUM RECEIPT

QUANTITY	ARTICLES	CONDITION

349.

Fort ....., ..., 191

I acknowledge to have received from .....

.....

Quartermaster at .....

the above-named articles in condition as stated for use of .....

.....

I am responsible for said supplies and will produce the same when called upon to do so by proper authority.

.....

.....

Fort .....

Received this ..... day of .....

191 , from .....

..... the above-named articles in condition as stated, which were issued to .....

.....

..... on Memorandum Receipt No. .....

dated ....., 191

.....

.....

Q. M. C. Form No. 227
Authorized April 23, 1913

C3—2802

Q. M. C. Form No. 227

MEMORANDUM RECEIPT

FOR SUPPLIES IN USE
FOR SUPPLIES TURNED IN

350.

_____

_____

at _____

on the _____ day of _____, 191

63—2802

REQUISITION FOR STATIONERY

On Camp Devens, Mass., ..., Q. M.

Issued.	Required.	Items	
	3	Bands, rubber, gross.	Received the items noted as issued this ..... day of ....., 19 .... 2—1848
	36	Books, blank, No.	
	75	Envelopes, plain, No. 9	
	300	Envelopes, penalty, No. 12	
	24	Erasers, rubber, No. 2	
	24	Fasteners, paper, boxes.	
	2	Ink, black, bottles.	
	1	Ink, red, bottles.	
	6	Mucilage, bottles.	
	36	Pads, memo., No.	Approved: CHARLES G. SMITH CO. Comdg. Officer.
	24	Paper, blotting, sheets.	
	50	Paper, carbon, sheets.	
		Paper, envelope, sheets.	
	24	Paper, foolscap, quires.	
		Paper, legal cap, quires.	
	30	Paper, legal cap, T. W., quires.	
		Paper, letter, quires.	
	30	Paper, letter, T. W., quires.	
		Paper, note, quires.	
	60	Pencils, lead, No. 1 & 3	The items requested are needed by me for military purposes. CHARLES G. BOWKER Capt. Inf. U.S.A.
	12	Penholders, No.	
	36	Pens, steel, No. 7	
	12	Pins, cone, No. 3	
	4	Ribbons, T. W., No. 5	
		Sealing wax, ounces.	
	16	Tape, office, pieces.	

351.

352.

FORM NO. 687, A. G. O.

UNITED STATES ARMY

* Regular Army. * National Guard. * National Army. * Enlisted Reserve Corps.

INDIVIDUAL EQUIPMENT RECORD

CLOTHING ACCOUNT

Articles.	Size.	Issued.						Turned In.			
Date Line		10/7/18									
Bags, barrack		1									
Belts, waist		1									
Blankets		2									
Brassards											
Breeches, cotton		2									
Breeches, woolen		1									
Caps, service											
Chevrons		2									
Coats, denim		1									
Coats, cotton		2									
Coats, woolen		1									
Cords, hat		1									
Drawers, cotton		3									
Drawers, woolen		2									
Gauntlets, winter											
Gloves		1									
Hats, denim											
Hats, service		1									
Laces											
Laces, shoe		2									
Leggins		2									
Neckties											
Ornaments, cap											
Ornaments, collar		2									
Overcoat, O. D.		1									
Overshoes, arctic		1									
Ponchos		1									
Shirts, flannel		2									
Shoes, russian RUSS		1									
Shoes PIRLD		1									
Slicker		1									
Stockings, cotton		5									
Stockings, woolen		5									
Suspenders											
Trousers, denim		1									
Undershirts, cotton		3									
Undershirts, woolen		3									
Sweater		1									
Writers		1									
H.W.Socks		2									
Officer's Initials		SEC									

* Strike out words not applicable.

Snyder (Surname.) Frank (Christian name.) 98765432 (Army serial number.)

† Sergeant (Grade.) Co. "D" 302nd Infantry USA (Company and regiment or arm or corps or department.)

† Write grade and organization with pencil and correct as changes occur.

(1) 3—6267

ENGINEER, SIGNAL, MEDICAL PROPERTY ACCOUNT.

Articles.	Issued.						Turned In.			
Date Line	10/7/18									
Compass, watch	1									
Compass	1									
Field glasses, Type C	1									
Field glasses, Type EE										
Kits, flag, comb., Inf.										
Kits, flag, comb., standard										
Kits, flag, Artillery										
Soldier's Initials	FS									
Officer's Initials	SEC									

INSTRUCTIONS.

1. When articles of clothing and equipment are issued to an enlisted man they will be entered in the "issue" column, with the date of issue entered in figures (e. g., 10/30/17) on the date line. The column will be initialed by the witnessing officer and, except in the case of issue of clothing, by the soldier, a line being drawn through each blank space in the column by the witnessing officer. When articles are first issued to an enlisted man the sizes that have been determined to be the proper ones will be entered in column headed "size."

2. When articles are turned in, lost, damaged, or destroyed, they will be entered in a column under the heading "Turned in," and the column completed and initialed by an officer and the soldier as in the case of issues. The officer who receives the articles turned in or enters the articles lost, damaged, or destroyed on statement of charges will initial the column. (117, 685-687, A. R.)

3. When an individual equipment record form is filled a new one will be started and the old record retained with the individual clothing slips (Q. M. C. Form No. 165) pertaining thereto, until the next inspection by an inspector, after which all filled individual equipment records and clothing slips may be destroyed. When a new equipment record is started the number of articles transferred will be entered in first issue column of new record, and the column initialed as prescribed in paragraph 1.

4. No record will be made of a transaction where an article is turned in and replaced by a like article at the same time.

5. When a soldier is transferred or detached from his company the word "cancelled" will be written in columns showing articles issued and turned in to date. The articles which the soldier carries with him, or for which he is indebted to the United States, will then be entered in the next issue column; the column being initialed by the soldier and witnessing officer, as prescribed in paragraph 1. These articles, except clothing and individual mess equipment, will be entered on Form No. 600, A. G. O., as required by paragraph 661-O, A. R. The individual equipment record will be forwarded with the service record to the soldier's new commanding officer.

Snyder (Surname.) Frank (Christian name.)

(4) 3—6267

353.

QUARTERMASTER PROPERTY ACCOUNT

Articles.	Issued.						Turned In.			
Date Line	10/7/18									
Bar, mosquito										
Bedstead, iron	1									
Bugle, with S.M.P.										
Cases, pillow										
Cot										
Covers, mattress										
Head net, mosquito										
Locker, trunk										
Mattress										
Overcoat, blanket-lined										
Pillow										
Pins, tent, shelter	5									
Pole, tent, shelter	1									
Receiver, card, bedstead										
Ropes, shelter tent	1									
Sack, bed	1									
Sack, pillow										
Sheets, bed										
Sling, bugle										
Tent, shelter, half	1									
Whistle and chain	1									
Soldier's Initials	FS									
Officer's Initials	SBC									

(7) 2—8457

ORDNANCE PROPERTY ACCOUNT

Articles.	Issued.						Turned In.			
Date Line	10/7/18									
Mess Equipment: Meat can	1									
Mess Equipment: Cup	1									
Mess Equipment: Knife	1									
Mess Equipment: Fork	1									
Mess Equipment: Spoon	1									
Bandoleer, Cavalry										
Bayonet and scabbard	1									
Blanket roll straps										
Bolo and scabbard										
Brush and thong										
Can, bacon	1									
Can, condiment	1									
Canteen and cover	1									
Canteen-haversack strap	1									
Canteen strap, Cavalry										
Cartridges, cal.										
Cartridges, cal.										
Cartridge belt										
Cartridge belt and suspender										
Front sight cover										
Gun sling										
Hand axe and carrier										
Hatchet and cover	1									
Haversack	1									
Magazines, extra										
Magazine pocket										
Oiler and thong case										
Pack carrier										
Pick mattock and carrier										
Pick, Cavalry, and cover										
Pistol No.										
Pistol belt										
Pistol holster										
Pouch for first aid	1									
Pouch for small articles										
Ration bag										
Record case, N. C. O.										
Revolver No.										
Rifle No.										
Rifle cover										
Rifle scabbard										
Rule, 2-foot, folding										
Saber and scabbard										
Saber knot										
Saber straps, pairs										
Shovel and carrier										
Steel tape, 5-foot										
Spurs, pairs										
Spur straps, sets										
Stock cover										
Trench knife and scabbard										
Wire cutter and carrier										
Horse equipment, complete, horse										
Horse equipment, complete, mule										
Soldier's Initials	FS									
Officer's Initials	SBC									

(8) 2—8457

TRANSFER OF PROPERTY

354. What used for.—This form will be used for all invoices and receipts, making necessary notation when used for "transportation."

355. Naming of article.—Where two or more words are necessary in the name of an article, place distinctive noun first, except as provided in paragraph 31, below.

356. Invoicing officers.—Invoicing officers will enter their voucher number on all copies, and sign the two copies used as invoices. Receiving officers will enter their voucher number on all copies received by them and sign both copies of the receipts and return them to the invoicing officer.

357. Filing.—Receiving and invoicing officers will file, respectively, one copy of invoice and one copy of receipt with their returns forwarded to the Chief of the Bureau, and one copy with their retained returns.

358. Shipping invoices.—When used as a shipping invoice gross weights, or cubic measurements when required, must be stated in the last column.

359. Number of copies.—Three additional copies of this form, when used as a shipping invoice, will be furnished for use of the Quartermaster making the shipment.

360. Listing.—Arrange articles alphabetically.

361. Depots and supply points.—For supplies transferred by depots and supply points, to posts or stations under the jurisdiction of department commanders the form will be prepared in sextuplicate, by carbon process when practicable.

362. As a voucher.—When used as a voucher to return, the copies will be transmitted as follows:

(a) To the Quartermaster General of the Army: One invoice plainly marked "Finance" on face and brief. (Forwarded by depots and supply points only.)

(b) To the Department Quartermaster: One invoice.

(c) To the receiving officer: Two signed invoices and two receipts.

363. When by reason of sales to other bureaus of departments a transfer settlement by the Treasury Department is necessary, an extra original signed receipt must be transmitted to the Quartermaster General (A. R. 671). When such transaction is with the Navy Department, an extra signed carbon receipt is required in addition to the extra signed original.

364. Subsistence stores.—Subsistence stores will be invoiced separately from other quartermaster supplies.

365. Property furnished by depots, etc.—For property furnished by depots and supply points to independent stations the form will be prepared in quintuplicate and disposed of as in paragraph 13, omitting the copy for the department quartermaster.

366. Posts of same camp.—For property transferred between posts in the same department the form will be prepared in quintuplicate and disposed of as in paragraph 13, omitting the copy marked "Finance." When the posts are in different departments the same disposition will be made. The department quartermaster to receive a copy is the department quartermaster of the department into which the stores are transferred.

367. Prices.—Prices must be stated on both invoice and receipt.

368. Item numbers.—In column designated "Item No." enter appropriate item numbers as published in Circular No. 10, O. Q. M. G., 1915. This data must be furnished in all cases. It is not necessary to enter initials of appropriations.

369. Ordnance nomenclature.—Use nomenclature in ordnance price list and arrange articles alphabetically under proper classes and sections, as shown therein.

370. Prices of ordnance.—Prices will be entered only in cases of sales, transfers, or shipments to the Philippine Islands.

371. Number of copies.—The number of copies to be prepared will be as prescribed in paragraph 1548 A. R., unless modified by special instructions.

372.

COMBINATION BLANK, INVOICE OR RECEIPT.

TRANSFER OF QUARTERMASTER PROPERTY.
(Q. M., Ord., Engr., or Signal.)

From C.O., COMPANY " D " 302nd INFANTRY, at CAMP LEE, VIRGINIA

To SUPPLY OFFICER, 302nd INFANTRY, at CAMP LEE, VIRGINIA

in conformity with* Par. 11, SO 272 Hq 302nd Infantry, Camp Lee, Va., October 30, 1918.

*Authority for transfer of the property must be shown here.

Quantity. (See figures.)	Unit.	Articles.	Item No. (For Q.M. only.)	Cost per unit. (For Q.M. only.)	Total cost. (For Q. M. only.) Dollars.	Cents.	Condition.	Number and kind of package, and weight.
66		Breeches, Cotton, O.D.					Good	
33		Coats, Cotton, O.D.					Good	

(The marks on the several packages covered by the invoice will be given in this space. See A. R. 1547 of 1913.)

U. S. Nos. 1 to ....., incl. Invoiced ....., 19

From .....

To .....

STORES received for transportation this ..... day of ....., 19

..... Quartermaster.

Form No. 600 A. G. O.
(Authorized April 12, 1917.)
Ed Apr. 24-17—2,000,000.

INVOICED the ..... day of ....., 19

..... Issuing Officer.

RECEIVED the ..... day of ....., 19

at .....

..... Receiving Officer.

Issuing Officer's Voucher No. .....

Receiving Officer's Voucher No. .....

o 2—4281

Stored ready for shipment ..... In charge of storehouse.

For INVOICE see ..... For RECEIPT see .....

STATEMENT OF CHARGES

373. Authority for use.—All property when first charged against enlisted men, including deserters, must be entered on this Form No. 602, AGO., and the reports of survey required by A. R. 116, 686, or 687, of 1913, authorizing charges against deserters or enlisted men, will be made subvouchers to this statement of charges. Each charge entered on this statement of charges will be entered on the monthly pay roll of the organization.

374. Kind of property.—Charges pertaining to property of one department only will be entered on this form.

375. Cause of charge.—In the column headed "cause of charge" will be stated whether the articles were lost, damaged, destroyed, or taken by deserters; if charge is authorized by a report of survey, add the abbreviation "R. S."

376. Organization commander.—The commanding officer of an organization provided with unit equipment will make out this Form No. 602, AGO., to cover (a) articles of property which form a part of his equipment, or (b) articles for which he is responsible on memorandum receipt from the accountable post (supply) officer, or (c) expendable articles, (d) articles invoiced on Ordnance Department Form No. 152 and found missing. This form will be made in duplicate. The organization commander will sign the certificate of correctness on both copies and turn them over to the unit supply officer, who will present them to the post or other designated supply officer, who will issue all the available similar articles called for, if on hand; and said supply officer will enter on the line "Equipment 'C' on due certificate" the remaining articles not replaced. The unit supply officer will fill in and sign the certificate acknowledging receipt of such articles received, on both copies. The voucher will then be turned over to the accountable (supply) officer, who will drop from his return only the articles entered on the lines "A" or "C" as indicated within. For articles entered on the line "total on due certificate" the accountable (supply) officer will give the organization commander a due certificate to be held until such time as those articles are actually replaced.

377. Accountable officer.—The accountable (supply) officer himself will make out this Form No. 602, AGO., to cover only property for which he is both responsible and accountable officer.

378. Connection with pay roll.—When a charge is made on a pay roll against a soldier and not collected, entry of the charge will be made only once on the statement of charges, although the charge will appear on subsequent pay rolls.

379. As a voucher.—When the charges are properly stated hereon, this statement of charges signed by the proper officer will constitute a valid voucher for file with the return of the accountable officer.

380.

STATEMENT OF CHARGES against enlisted men for QUARTERMASTER (Q. M., Ord., Engr., or Signal.) **Property**

On final statements of _____ **or**

On pay roll of Company "D", 302nd Infantry, Camp Lee, Va. for month of November, 1918

Names.	Articles Charged. Shoes, Russ.	Shoes, Field	Gloves, wool	Stockings, W	Stockings, C	Hat, service	Leggins	Breeches, Wl	Breeches, C.	Coat, wool	Coat, cotton	Shirt, OD, Fl	Coat, denim	Trousers, det	Total Value. $	¢	Cause of Charge.
Enter on this line price of articles	4.50	3.63	.41	.26	.10	1.28	.65	2.72	1.28	4.96	1.28	3.03	1.19	1.19			
Allen, Everett T.	1			1											4	75	Lost.
Brooks, Edward										1					4	95	Lost.
Baker, Harold A.						1									1	28	Lost.
Connors, John L.		1	1		3		1								5	05	Lost.
Dean, Frank L.									1						1	28	Lost.
Emberson, Thomas G.											1				1	28	Lost.
Francis, William								1							2	72	Lost.
Hall, Warren F.												1			3	03	Lost.
Jones, Benjamin		1													3	69	Lost.
Morris, John J.														1	1	19	Lost.
Peters, William						1									1	28	Lost.
Richardson, Hadwin													1		1	19	Lost.
Tebbutt, James G.							1									65	Lost.
Wall, William T.			1													41	Lost.
Young, Paul H.									1						1	28	Lost.
Zielminski, Max J.	1														4	50	Lost.
A Total charged	2	2	2	1	3	2	2	1	2	1	1	1	1	1			If no articles of the Equipment "C" are charged, lines B and C will not be used.
B Equipment "C" on Due Certificate																	
C Balance for credit																	

I certify that the statements hereon are complete and correct, and that the charges have been made for the reasons stated.

CHARLES G. BOWKER

Capt. 302nd Inf. Commanding Co. "D"

I certify that I have received from _____ replacement of all the articles pertaining to the Equipment "C" of _____ (Organization.) charged hereon, except as noted in line B, that I have received a Due Certificate for that in line B, and that all other articles hereon have been replaced or a credit memorandum given for them.

Date _____, 191 _____

(This certificate is necessary only when articles of the Equipment "C" are charged.) _____ Supply Officer _____

Voucher to return of _____ Voucher No.

For period _____

Form No. 602, A. G. O.
(Authorized Apr. 11, 1917.)
Ed. Aug. 10-1-1,000,000.

REPORT OF SURVEY

381. **Use. Number of copies. And disposition.**—This form will be used in making reports of survey on all classes of public property acted upon by a surveying officer. Each report will be made in triplicate and disposed of as prescribed in Army Regulations. In the column headed "Date and Circumstances" will be entered a statement of the circumstances attending the loss, damage, or destruction of the articles surveyed, and, in case of ordnance stores, the date of their receipt.

382. **Classes of property.**—Property of different staff departments, or property carried on separate returns, will not be entered on the same report, but separate reports will be made for each class of property.

383. **Documentary evidence.**—Where documentary evidence is submitted, it will be marked "Exhibit A," "Exhibit B," etc., and will be so noted and referred to by the surveying officer in his report. All documentary evidence will be inserted and fastened between the leaves of the report.

384. When any stores are included that have been lost, destroyed, or damaged by means other than fair wear and tear in the service, the facts will be sworn to as indicated on page 2. If the oath is subscribed to by the responsible officer the certificate need not be subscribed to. If the oath is subscribed to by any other individual than the responsible officer, he will subscribe to the certificate.

385. In case property that is unserviceable through fair wear and tear in the service only is covered by the survey the certificate only will be completed by the signature of the responsible officer, but the surveying officer will exercise great care in examining such property and state in his findings whether he found that its unserviceable condition is due to fair wear and tear in the service. In case its unserviceable condition is not found to be due to such cause he will fix responsibility for such damage upon the proper party.

386. **Army regulations.**—The survey of property is covered in paragraphs 710-726, Army Regulations (1913), which define the duties of surveying officers, fix the power of the convening authority, and give instructions relative to the preparation and disposition of survey reports. For survey of band instruments, see also A. R. 1179, of china and glassware of outgoing organizations, see also A. R. 1023; of silken colors, standards, and guidons, see also A. R. 239.

387. For classes of unserviceable property that may be destroyed or turned in to depot on approved recommendation of a surveying officer, see A. R. 678, 717, 907, 1520, 1534, and 1537, as amended.

388. **Brass Trimmings.**—Before leather or other stores belonging to the Ordnance Department are destroyed or broken up, all rings, buckles, and other trimmings of brass will be cut off by enlisted labor and turned over to the post ordnance officer, and the certificate of the officer witnessing the destruction will contain a statement to the effect that these articles have been removed and turned over

to the post ordnance officer. (For the disposition of this material by post ordnance officers, see paragraph 3, General Orders No. 9, War Department, 1911.)

389. **Loss of small arms.**—When a survey is made on the loss of small arms, the report must show whether or not the arms were stored at the time of the loss in arm racks or arm lockers furnished by the Ordnance Department for their safekeeping, or were being used at the time in the performance of military duty. In all cases the report must show clearly whether or not every reasonable precaution was taken to prevent the loss. In this connection see par. 5 of the G. O. No. 20, War Dept., May 26, 1916, regarding issue of arm racks and arm chests for the safe-keeping of small arms, etc.

390. **Survey reports subvouchers to statements of charges.**—Reports of survey authorizing charges against enlisted men, including deserters, are subvouchers to the Statement of Charges and will accompany it.

391. **Desertions.**—Whenever public property is lost in consequence of the desertion of an enlisted man, a surveying officer will report on the missing property, but its value can not be charged against the deserter in the absence of an approved report of survey to that effect. (Paragraphs 116 and 687, A. R., 1913.)

392. **Entries on form.**—Quantity, name of articles, and money value will be entered by the officer making up the survey report. Column B (disposition) will be completed by the surveying officer, and columns C and D by the supply officer who makes replenishment and uses the report as a voucher.

REPORT OF SURVEY

393. **Stoppages on report of surveys.**—Whenever a report of survey recommends a stoppage against an enlisted man and the recommendation is approved, the appointing authority will cause a copy of the report to be furnished to the Personnel Adjutant, who will charge the amount on the next pay rolls of the company. He will enter on the copy the words: "Entered on Pay Card" and sign his initials to the report and return same to the company commander.

394.

Page 1.

QUARTERMASTER (Class of property.) **Property Submitted for Survey**

Pertaining to COMPANY "D", 302nd INFANTRY (Organization.) **Station** CAMP LEE, VIRGINIA

In column A enter money value; in column B disposition ordered, abbreviated as D. to be destroyed, I. to be held for inspection, R. to be used for repairs, S. to be continued in service, T. to be turned in to supply officer; in column C articles of the equipment "C" of the organization not replaced but for which a "Due certificate" is issued; and in D the balance for which credit may be taken.

QUANTITY.	ARTICLES.	A Value. Dolls.	A Value. Cts.	B Disposition.	C Equipment "C" on "Due certificate."	D Balance for credit.	DATE AND CIRCUMSTANCES. (See Instructions No. 1.)
1	Breeches,Cotton,O.D.	1	28				Destroyed through fire at the
1	Coat,Cotton,O.D.	1	28				Base Hospital,Camp Lee,Virgin-
1	Shoes,Russett	4	50				On October 25th,1918.
1	Drawers,Cotton		30				
1	Undershirt,Cotton		30				
1	Stockings,Cotton		10				
1	Shirt,Flannel,O.D.	3	03				
1	Belt,Waist		17				
1	Leggins,Canvas		85				
1	Hat,Service	1	28				
1	Cord,Hat,Infantry		07				
	Total	$13	16				
		HBH					

Voucher to return of ..... *Voucher No.* .....

For period ending .....

Form No. 196, A. G. O. (Authorized April 12, 1917.) Ed. Apr. 24-17—1,000,000.

6-9—4390

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Page 2

See instructions 4 and 5 on the back hereof

I do solemnly swear that the articles of public property named hereon were lost, destroyed, or damaged, in the manner stated, while in the public service.

WILLIAM C. DAMON
(Name.)

1st Sergeant, Co. "D", 302nd Infantry.
(Rank and organization.)

Sworn to before me, and subscribed in my presence, this Thirtieth day of October, 1918

(SIGNED) GEORGE C. SMITH
(Name.)

Major, Infantry, U.S.A.
(Rank and organization.)

Summary Court.
(Office.)

I certify that the loss, destruction, damage, or unserviceability of the articles of public property named hereon was occasioned by unavoidable causes, and without fault or neglect on my part; and that each article listed hereon with a view to elimination by destruction, has been examined by me personally, has never been previously condemned, has become unserviceable in the manner stated herein, and is, in my opinion, worthless for further public use.

(SIGNED) HAZEN B. HINMAN
(Name.)

Captain, 302nd Infantry.
(Rank and organization.) *Responsible Officer.*

Fort Camp Lee, Virginia, November 1st, 1918. To Capt. James B. Henry who, by order of the commanding officer, is appointed surveying officer on the articles of public property named hereon.

(SIGNED) A.M. BURDETTE
(Name.)

Major, Infantry, U. S. A.
(Rank and organization.) *Adjutant.*

I have examined all available testimony in this case, and it is my belief that the property was destroyed by fire at the Base Hospital on the morning of October 25th, 1918.

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~~Page 2.~~

RECOMMENDATIONS.

That responsibility and accountability therefore terminate.

List of Witnesses:

1st Sgt. William C. Damon, Co."D", 302nd Inf.
Sgt. 1st Cl Henry Jones, Med. Det.

(SIGNED) James B. Henry
JAMES B. HENRY
Captain, Infantry, U.S.A.
Surveying Officer.

Approved November 4th 1918 (Date.) ~~The property recommended to be destroyed has been personally inspected by me and has no salable value.~~ That the responsibility and accountability therefore terminates.

(SIGNED) Henry P. Briggs
HENRY P. BRIGGS
Colonel Infantry, U.S.A.
Commanding.

Complying with the instructions of the commanding officer, I have witnessed the destruction of the property hereon approved by him for destruction.

(To be used only when articles are ordered destroyed.)

I certify that I have received from ..... all the articles pertaining to the Equipment "C" of ..... authorized dropped by this survey except as noted in column C; that I have received a "Due certificate" for those in column C, and that the other articles to be dropped hereon have been replaced or a memorandum credit given for them.

Date ....., 191

(This certificate is necessary only when articles of equipment "C" are involved.)

Voucher No. _____

REPORT OF SURVEY

on _____ *Property*
(Class of property.)

_____
(Station or organization.)

_____, *191*

_____
(Name and rank of accountable officer.)

INSTRUCTIONS

1. **Use, number of copies, and disposition.**—This form will be used in making reports of survey on all classes of public property acted upon by a surveying officer. Each report will be made in triplicate and disposed of as prescribed in Army Regulations. In the column headed "Date and Circumstances" will be entered a statement of the circumstances attending the loss, damage, or destruction of the articles surveyed, and, in the case of ordnance stores, the date of their receipt.

2. **Classes of Property.**—Property of different staff departments, or property carried on separate returns, will not be entered on the same report, but separate reports will be made for each class of property.

3. **Documentary Evidence.**—Where documentary evidence is submitted, it will be marked "Exhibit A," "Exhibit B," etc., and will be so noted and referred to by the surveying officer in his report. All documentary evidence will be inserted and fastened between the leaves of the report.

4. When any stores are included that have been lost, destroyed, or damaged by means other than fair wear and tear in the service, the facts will be sworn to as indicated on page 2. If the oath is subscribed to by the responsible officer the certificate need not be subscribed to. If the oath is subscribed to by any other individual than the responsible officer, he will subscribe to the certificate.

5. In case property that is unserviceable through fair wear and tear in the service only is covered by the survey the certificate only will be completed by the signature of the responsible officer, but the surveying officer will exercise great care in examining such property and state in his findings whether he found that its unserviceable condition is due to fair wear and tear in the service. In case its unserviceable condition is not found to be due to such cause he will fix responsibility for such damage upon the proper party.

6. **Army Regulations.**—The survey of property is covered in paragraphs 710-726, Army Regulations (1913), which define the duties of surveying officers, fix the power of the convening authority, and give instructions relative to the preparation and disposition of survey reports. For survey of band instruments, see also A. R. 1179, of china and glassware of outgoing organizations, see also A. R. 1023; of silken colors, standards, and guidons, see also A. R. 239.

7. For classes of unserviceable property that may be destroyed or turned in to depot on approved recommendation of a surveying officer, see A. R. 678, 717, 907, 1520, 1534, and 1537, as amended.

8. **Brass Trimmings.**—Before leather or other stores belonging to the Ordnance Department are destroyed or broken up, all rings, buckles, and other trimmings of brass will be cut off by enlisted labor and turned over to the post ordnance officer, and the certificate of the officer witnessing the destruction will contain a statement to the effect that these articles have been removed and turned over to the post ordnance officer. (For the disposition of this material by post ordnance officers, see paragraph III, General Orders No. 9, War Department, 1911.)

9. **Loss of Small Arms.**—When a survey is made on the loss of small arms, the report must show whether or not the arms were stored at the time of the loss in arm racks or arm lockers furnished by the Ordnance Department for their safe-keeping, or were being used at the time in the performance of military duty. In all cases the report must show clearly whether or not every reasonable precaution was taken to prevent the loss. In this connection see par. 5 of the G. O. No. 20, War Dept., May 26, 1916, regarding issue of arm racks and arm chests for the safe-keeping of small arms, etc.

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12. Quantity, name of articles, and money value will be entered by the officer making up the survey report. Column B (disposition) will be completed by the surveying officer, and columns C and D by the supply officer who makes replenishment and uses the report as a voucher.

XI. MISCELLANEOUS

OFFICERS' QUALIFICATION CARDS

398. All officers of the United States Army below the grade of Brigadier General, on active duty and serving within the continental limits of the United States, will be classified and rated according to the rating scale method now in use in the case of line officers and in certain of the Staff Corps and departments. Each officer will fill out an officers' qualification card and will be rated according to the rating scale.

399. In case of transfer, whether within the United States or overseas, this card will be rated, and inclosed in a sealed envelope or package. It will accompany the officer and be delivered to the commanding officer to whom he reports.

ENLISTED MEN'S QUALIFICATION CARDS

400. All enlisted men of the army in the continental limits of the United States will be classified at the earliest possible date after enlistment or induction into the service. This card will accompany the soldier in all cases of transfer and embarkation.

401. The qualifications of the soldier as shown on his qualification card will be given consideration in his assignment to duty.

402. Each enlisted man who has attended and completed a course of instruction at one of the schools under the direction of the "Federal Board of Vocational Education" and who holds properly authenticated certificate of proficiency in the subject taught therein, will have entered upon his Qualification Card a record of the vocational qualifications evidenced by that certificate.

403.

OFFICERS' QUALIFICATION CARD

Form 2452-2453

NAME (Print in capitals) BURKE (LAST) JAMES (FIRST) HARRY (MIDDLE) DATE Sept. 5 1916 COMMISSION (PRESENT DATE) Captain, Infantry (RANK) IN THE U.S.A. (BRANCH OF SERVICE) PRESENT (R.O., N.G., N.A., O.R.C.) Co. D, 302nd Inf. (ORGANIZATION)

In this table the officer himself will check once (✓) occupations at which he is experienced; twice (✓✓) occupations at which he is expert. Enter in column to right number of years actually engaged in occupation. Concurrent or incidental occupations should be indicated by drawing a circle around the number of years. Near the last civil occupation place a "1"; near the next to last a "II"; etc.

	Yrs.
1. Accounting and clerical work	
a. Accountant	
b. Auditor	
c. Bookkeeper	
d. Clerk, general	
e. Statistician	
f. Disbursing agent	
g. Office manager	8
2. Aeronautics	
a. Airplane designer	
b. Airplane mechanic	
c. Aviator (flyer)	
d. Balloonist	
3. Agriculture	
a. Animal industry	
b. Farmer	
4. Animal training	
a. Carrier pigeon	
b. Dog	
c. Horse	
5. Architecture	
a. Building architect	
b. Landscape architect	
6. Artist (camouflage)	
7. Automobile, truck and tractor industry	
a. Designer	
b. Driver	
c. Electrician, auto	
d. Mechanic	
e. Motorcyclist	
f. Tire expert	
g. Purchasing agent	
8. Bacteriologist	
9. Budgets and Finance	
10. Chemical industry	
a. Chemical engineer	
b. Chemist	
c. Explosive expert	
d. Manufacturer	
11. Civil engineering	
a. Civil engineer	
b. Surveyor	
c. Topographer	
12. Clothing manufacturer	
13. Contracting and Construction	
a. Bridge	
b. Buildings	
c. Highways or streets	
d. Railroad	
e. Reinforced concrete	
f. Structural steel	
g. Water supply	
h. Docks, wharves, canals	
i. Sewer and conduit	
j. General	

	Yrs.
14. Detective (investigations)	
15. Drafting and Charting	
a. Architectural	
b. Mechanical	
c. Structural	
d. Topographical	
e. Industrial	
16. Electrical industry	
a. Contractor	
b. Electrical engineer	
c. Electrician	
d. Manufacturer	
e. Searchlight expert	
f. Storage battery expert	
g. Generator & motor expert	
h. Hydro-electric expert	
i. Illuminating engineer	
j. Testing and experimental	
17. Gas industry	
a. Chemist	
b. Engineer	
c. Manufacturer	
18. Heating and ventilation	
a. Contractor	
b. Engineer	
19. Horsemen	
a. Buying, shipping	
b. Farrier, veterinarian	
20. Inspector, Buyer, Mfgr.	
a. Boiler	
b. Canvas, cotton, linen, woolen, bagging, silk	
c. Cold storage	
d. Fire arms	
e. Fire protection	
f. Forage	
g. Fuel	
h. Hardware	
i. Hat and clothing	
j. Heavy machinery	
k. Leather and harness	
l. Meat and food	
m. Miscellaneous supply	
n. Ordnance	
o. Shoes	
p. Ammunition	
q. Metals	
21. Instrument maker or repairer	
22. Internal combustion engine industry (not automobile)	
a. Designer	
b. Manufacturer	
c. Operator	
d. Repairer	
23. Laundry and dry cleaning manager	
24. Lawyer	
25. Lumbering	
a. Forester	
b. Saw mill man	
c. Timberman	
d. Wood manufacturer	

	Yrs.
26. Machinery industry	
a. Machinist mechanic	
b. Manufacturer	
c. Mechanical engineer (designer, constructor, operator.) Underline which	
1. Railroad	
2. Marine	
3. Stationary	
4. Tractor	
5. Refrigeration	
6. Conveying	
7. Power	
8. Light machinery	
9. Heavy machinery	
d. Tool expert	
e. Gage and fixture expert	
f. Purchasing agent	
g. Welder	
27. Manufacturing, general. (See 10d, 13, 16d, 17c, 22b, 25d, 26b.)	
a. Executive	
b. Foreman or supt.	
c. Shipper	
28. Medicine	
a. Dentist	
b. Pharmacist	
c. Physician	
29. Merchandizing	
a. Merchant	
b. Stock or stores manager	
c. Warehousing	
30. Metallurgist	
31. Mining & Quarrying industry	
a. Blasting expert	
b. Foreman or supt.	
c. Mining engineer	
d. Demolition	
32. Navigation	
33. Personnel direction	
a. Educational director	
b. Employment manager	
c. Psychologist	
d. Welfare worker, inspector	
e. Engineering executive	
34. Photography	
a. Photographer, still	
b. Mov. pic. film developer	
c. Mov. pic. photographer	
35. Physicist	
36. Printing	
a. Compositor or pressman	
b. Electrotyper	
c. Lithographer	
d. Photo engraver	
37. Provisioning	
a. Baker	
b. Caterer or restaurateur	
c. Meat packer	
d. Produce dealer	

	Yrs.
38. Railroading	
a. Construction (see 13d)	
b. Freight and passenger traffic	
c. Maintenance of equipment	
d. Maintenance of way and structures	
e. Operation of trains	
39. Sanitation and Reclamation	
a. Engineer, sanitary	
b. Disposal, animals, garbage, manure, sewage	
c. Reclamation, clothing, metal	
40. Selling	
a. Engineering	
b. Insurance	
c. Promotion	
d. Retail	
e. Wholesale	
41. Steam engineering	
a. Locomotive engineman	
b. Marine engineman	
c. Stationary engineman	
d. Traction engineman	
42. Steel mill foreman or supt.	
43. Teacher or instructor	
a. General	
b. Technical	
44. Telegraph service	
a. Engineer	
b. Operator	
c. Outside plant	
d. Wireless construction	
e. Wireless operator	
f. Cable operator	
45. Telephone service	
a. Engineer	
b. Inside plant	
c. Outside plant	
d. Traffic and commercial	
46. Transportation	
a. Marine, including lightering and loading ships	
b. Railroad (see 38 b, 38 e)	
c. Motor	
d. Wagon	
47. Writer	
a. Advertiser	
b. Contract & specification	
c. Journalist	
d. Publisher	
e. Translator	
f. Codes and ciphers	

In this table the officer himself will check once (✓) some experience or aptitude, twice (✓✓) expertness. The rating officer will indicate in the same way, but in red ink, the officer's special military qualifications.

48. Infantry and Cavalry	
A. Automatic rifle	
B. Bayonet	✓
C. Drill	
D. Equitation	
E. Gas defense	
F. Grenade, hand	
G. Machine guns	✓
H. Musketry	✓
I. Physical training	
J. Pistol	
K. Remount service	
L. Swordsmanship	
M. 37 mm. gun	
N. Topography	
49. Field Artillery	
A. Fire control	
B. Material	
C. Reconnaissance	
50. Coast Artillery	
A. Anti-aircraft	
B. Heavy Artillery	
C. R. R. Artillery	
51. Engineer Corps (See 11, 13a, 13c, 13d, 13j, 15c, 15d, 16, 25b, 25c, 25h, 38c, 38e, 46b, 46c, 46e.)	
A. Field fortification	
B. River and harbor construction and maintenance	
C. Shops, machine	
D. Tactics	
E. Trench warfare	
F. Vocational training	
52. Signal Corps	
A. Adjutant	
B. Administration	
C. Balloonist	
D. Bomber	
E. Engineer	
F. Gunner	
G. Observer, airplane	
H. Observer, balloon	
I. Photographer	
J. Pilot	
K. Radio	
L. Supply officer, money	
Supply officer, property	
M.	
53. Quartermaster Corps	
A. Accounts, money	
B. Accounts, property	
C. Administration	
D. Construction	
E. Contracts	
F. Forwarding of troops	
G. Personnel	
H. Remount service	
I. Supplies, clothing and equipment	
J. Supplies, subsistence	
K. Transportation, motor	
L. Transportation, rail	
M. Transportation, wagon	
N. Transportation, water	

54. Ordnance Department	
A. Administration	
1. Control and operation	
2. Finance	
3. Personnel	
4. Property	
B. Engineering, procurement, production or inspection. (underline which)	
1. Ammunition	
2. Armament	
3. Chemical or metallurgical	
4. Equipment	
5. Explosives	
6. Miscellaneous ordnance stores	
C. Supply	
1. Storage	
2. Distribution	
a. Handling and conveying	
b. Transportation	
c. Field supply	
D. Maintenance and repair	
1. Artillery material	
2. Motor vehicles	
3. Personal and horse equipment	
4. Stationery	
5. Mobile	
55. Adj. Gen. Dept.	
56. Insp. Gen. Dept.	
57. Judge Adv. Gen. Dept.	
58. General Staff	
A. General	
B. Intelligence Section	
C. Operations Section	
59. School instructors	
A. Army balloon schools	
B. Aviation schools	
Ground	
Flying	
C. Bakers and cooks schools	
D. Civil educ. institutions	
E. Coast Artillery schools	
F. Field Engineers schools	
G. Infantry School of Arms	
H. Ordnance schools	
I. Quartermaster schools	
J. Schools of fire	
K. Training camps	
L. U. S. Military Academy	

Principal civil occupation? (Just what did you do?) Years engaged in it?

Banker
General Banking Business
Eight

Name and address of firm worked for: BURKE SCOTT, & CO. BANKERS AND BROKERS BOSTON MASSACHUSETTS

S If proficient in any other work, describe it here

Annual earnings last year in civil life. $ 10000

60. BRANCH OF SERVICE OR SPECIALTY NOT OTHERWISE MENTIONED FOR WHICH YOU ARE SPECIALLY QUALIFIED OR AT WHICH YOU ARE NOW SERVING.

Personnel Staff.

61. CAN YOU CARRY ON A CONVERSATION IN FRENCH: FLUENTLY Yes FAIRLY WELL ____ POORLY ____ G.C. IN GERMAN? FLUENTLY NO FAIRLY WELL ____ POORLY ____

63. IN ANY OTHER FOREIGN LANGUAGE? None FLUENTLY ____ FAIRLY WELL ____ POORLY ____

66. MEMBERSHIP IN SOCIETIES.

B.P.O.Elks

K. of C.

OT. SCHOOLING	NO. OF YEARS	GRADUATED YES	GRADUATED NO	AGE AT END	SUBJECTS OF SPECIALIZATION
HIGH SCHOOL	4	Yes		18	Mathematics
TRADE OR BUSINESS SCHOOL					
NIGHT OR CORRESPONDENCE SCHOOL					
COLLEGE OR UNIVERSITY	4	Yes		22	Mathematics
TECHNICAL OR PROFESSIONAL SCHOOL					

NAME OF COLLEGE OR TECHNICAL SCHOOL Harvard College

DEGREES RECEIVED L.L.B. A.B.

PERSONAL

AGE 35 HEIGHT 71 IN. WEIGHT 174 LBS.

HOME ADDRESS 357 King St., Boston, Mass. (NO. STREET CITY STATE)

NOTIFY IN EMERGENCY Helen Louise Burke (NAME)

Wife 357 King St. Boston, Mass. (RELATIONSHIP NO. STREET CITY STATE)

BIRTHPLACE OF SELF Cambridge, Mass.

OF FATHER Lynn, Mass. OF MOTHER Lynn, Mass.

MARRIED? NO. OF MINOR CHILDREN ____ : OF OTHER DEPENDENTS ____

MILITARY EXPERIENCE	FROM (ENTER APPROXIMATE DATES)	TO	ORGANIZATIONS	SPECIAL EXPERIENCE OR TRAINING, E.G., INSTANT, INSTRUCTOR, ARMY SCHOOLS, CAMPAIGNS, BATTLES, COMMENDATIONS AWARDED.
AT CADET SCHOOL				
AS ENLISTED MAN	Oct 2/17	Jan5/18	Co.D,302nd Inf.,Camp Devens,Mass.	All clerical work.
AT TRAINING CAMP	Jan 5/18	Apr2/18	1st Co.,3rd O.T.C.,Camp Devens,Mass.	Special training for Officers' Qualifications.
AS 2D LIEUTENANT	Apr 2/18	May 1/18	302nd Infantry,Camp Devens,Mass.	Battalion Adjutant.
AS 1ST LIEUTENANT	May 1/18		302nd Infantry,Camp Devens,Mass.	Battalion Adjutant.
AS CAPTAIN				
AS MAJOR				
AS LIEUT.-COLONEL				
AS COLONEL				
AS BRIG.-GENERAL				

PREFERENCE FOR BRANCH OF SERVICE AND SPECIAL DUTY IN THAT BRANCH Intelligence Staff, Infantry.

SIGNATURE OF OFFICER HIMSELF CERTIFIES TO ACCURACY OF ITEMS

TO BE FILLED OUT BY RATING OFFICER

RATING	PHYSICAL	INTELLIGENCE	LEADERSHIP	PERSONAL QUALITIES	GEN. VALUE	TOTAL	SUPPLEMENTARY RATING FOR PILOTS*	SUPPLEMENTARY RATING FOR OBSERVERS*	SIGNATURE OF RATING OFFICER	SIGNATURE OF REVIEWING OFFICER
DATE										
HOW LONG HAVE YOU KNOWN HIM? SUITED FOR WHAT SORT OF SERVICE? WEAKNESSES AND DISCIPLINARY ACTIONS?										
DATE										
HOW LONG SUITED FOR WEAK. & DISC.										
DATE										
HOW LONG SUITED FOR WEAK. & DISC.										
DATE										
HOW LONG SUITED FOR WEAK. & DISC.										

*THESE RATINGS ARE USED ONLY IN [illegible]

405.

SOLDIERS' QUALIFICATION CARD

Name: Brown (Print clearly — Last name) James (First name) Henry (Middle name) 3826541 (Number) Pvt (Rank or Grade) Corp (Rank or Grade) Sgt (Rank or Grade)

Main Occupation: Electrician (For example: bridge carpenter, mechanical draftsman, etc.) — Yrs. 7 — Symbol E

Just what did you do? Installing Electric Plants

Age at end of Schooling: 19

Army Specialty Assigned by Personnel Officer as: — Med. Class — Preferred

Married? Yes — Non-E — Illiterate — Intelligence — SD

Age: 27 — Height: 70½ ins. — Weight: 174 lbs. — Race: White

Trade Tests: Symbol Rating — Recommendation

Greatest authority or leadership as capt. of team, foreman, etc.

Firm worked for? Brown & Co

Dept., Shop or Branch? Shop — Kind of Business: Electrical Work

Address of Firm: Fall River Mass — Weekly Wages, $: 45

Check once ✓ occupations in which he has some knowledge and ability; check twice ✓✓ occupations at which he is skilled. After each checked occupation write number of years of experience. Put a circle around years of minor concurrent occupation.

	Yrs.		Yrs.		Yrs.	SUPPLEMENTARY LIST	Yrs.		Yrs.
1 Factory worker		19 Sheet metal worker		34 Photographer, still or moving		61 Airplane mechanic		75 Laundry man	
2 Farmer		20 Foundryman		35 Lumberman		64 Architect		78 Metal finisher	
3 Laborer		21 Structural steel w'k'r		36 Boatman, mariner		65 Artist (camouflage)		79 Millwright	
4 Lawyer, teacher		22 Chauffeur—auto		37 Accountant		74 Bacteriologist		90 Mule packer	
5 Business man		23 Chauffeur—truck		38 Clerical worker		68 Boiler maker		91 Munitions worker	
6 Machinist		24 Auto mechanic		39 Stenog., typist		76 Canvas worker		97 Physicist	
7 Blacksmith		25 Gasoline engine repairman (not auto)		40 Baker or cook		67 Chemist		66 Pigeon fancier	
8 Carpenter		26 Bricklayer		41 Butcher		105 Civil Engineer		81 Plasterer	
9 Concrete worker	✓	27 Horse, care of	7	42 Merch't, job'r, wholes'r		77 Compressed air oper.		84 Purchasing agent	
10 Electrician	✓✓	28 Farrier, veterinarian		43 Medical man		80 Cooper		98 Refrigeration man	
11 Gunsmith		29 Draftsman		44 Band musician		70 Crane operator		100 Rigger	
12 Miner		30 Surveyor		45 Barber		83 Detective, policeman		96 Rubber worker	
13 Fitter		31 Telegrapher, including wireless		46 Printer		68 Fire Dept. man		98 Sanitarian	
14 Pipe fitter		32 Lineman		47 Leather worker		69 Gas plant worker		102 Transportation man	
15 K. R. operating man		33 Telephone operator or repairman		48 Tailor		95 Heating engineer		103 Upholsterer	
16 Road worker				49 Inspector		67 Hydraulic engine oper.		95 Water supply man	
17 Engineman, fireman				50 Construction foreman		72 Instrument repairer		98 Welder	
18 Stockkeeper								104 Writer	

Details 2d Best Occupation — Symbol A J E

Details 3d Best Occupation — Symbol A J E

Name of Unlisted Occupation — A J E

290

SCHOOLING	No. of yrs.	Graduated Yes No		Ability to converse in:— French 52	German 53	Some other language 54
Common School	9	Y	Fairly Well		No	
High School	4	Sig Y	Fluently	Yes		None
College or University		Sig	Institution: Textile School, New Bedford	Subject of Specialization: Mass., Electrical Engineering		
Technical College		Sig				
Trade, Night or Business School						

Army Trade Sch. at: Dates — Course — A J E

1.

2.

3.

Previous military experience: Rank; years of service; organization: None

Branch of service or special duty preferred: Signal Corps

Religious preference? Christian Scientist (Answer requested but not required)

Member of what fraternal, etc., organizations? B.P.O.E.

Talent for furnishing public entertainment: None

Birthplace of father: Lynn, Mass. (Give city and State if U. S. or Province and Name of Foreign Country) of mother: Salem, Mass.

of soldier: Salem, Mass. How long in U. S.? 27 yrs.

Citizen ✓ — Taken out first papers ☐ — Non-citizen ☐ (Check one)

From Local Board: 4 (No.) Salem (Town, City, or County) Mass. (State)

No. 2105 — Red Ink No. 179 — Date of Induction: Sept 20/18

Signature of soldier: James Henry Brown

Signature of interviewer: Robert E. Cross

Rank: 2d Lieut. Inf. U.S.A.

PRESENT ASSIGNMENT AND FUTURE CHANGES

	Company	Organization	Division	Date
1	D	302 Infantry	76	Sept 20/18
2				
3				
4				
5				

REMARKS

ARMY SPECIALTIES

1 Sapper
2 Pioneer
3 Stokes mortar
4 1-pounder
5 Telephone
6 Radio
7 Visual signalman
8 Wagoner
9 Hand bomber
10 Rifle grenadier
11 Rifleman
12 Automatic rifleman
13 Company clerk
14 Runner
15 Machine gunner
16 Horseshoer
17 Packer
18 Gunner (artillery)
19 Ammunition cannoneer
20 Gun cannoneer
21 Driver
22 Instru. man (artillery)
23 Agent of communication (artillery)
24 Lithographer
25 Powderman
26 Rigger

406.

Q. M. C. Form No. 406.
Authorized Aug. 23, 1917.

DAY MESSAGE	
DAY LETTER	
NIGHT MESSAGE	X
NIGHT LETTER	

Enter X opposite class of service desired

RECEIVER'S NO.
CHECK
TIME FILED

WAR DEPARTMENT OFFICIAL TELEGRAM

Official

Henry G. Sharpe, Quartermaster General, U. S. A.

I certify that the following telegram is on Official Business and necessary for the public service.

(Signed) George Stewart, Jr.
Captain, Infantry, U. S. A. Adjutant.

Government Paid (see note on back).

No. ..... Place, Camp Lee, Virginia. Date, Oct. 19th, 1918.

To Commanding Officer,
Camp Gordon, Georgia.

Compliance telegram Adjutant General October Nineteenth am sending fifty-five enlisted machine gun officer candidates period they should arrive Camp Gordon noon October Twentieth.

Eaton
Commanding.

407.

Letter, A.G.O. August 2, 1918.

Unnecessary telegrams.—Many unnecessary telegrams are being sent covering matters which could be handled efficiently by ordinary mail, or in certain cases by special delivery letters. Frequently a short telegram followed by a letter would serve the purpose.

Time saver.—Telegrams are being sent to places which can be reached by mail in a few hours, and in many cases no actual time is saved by using telegrams.

Long messages.—Many telegrams contain words, phrases and sentences which are not necessary for a clear understanding of the message.

Addresses and signatures.—Addresses and signatures are frequently unnecessarily long. Signatures must clearly identify the sender.

Day and night messages.—Many telegrams are sent as day messages when night messages would serve the purpose.

Code messages.—Many telegrams are being sent in code which could, by care in composition, be sent as open telegrams. The use

of code telegrams causes delay in transmission. Telegrams should be stamped "Confidential" only when the matter is of such nature as to disclose information of importance to the enemy.

Settlement for this service will be made in conformity with the terms of the circular of the Postmaster General, governing transmission of official telegrams during the current fiscal year. See A. R. 1184 to 1193, of 1913.

To be presented for settlement to* Depot, Quartermaster, at Washington, D. C.

Notice to sending operator.—If the certificate on the opposite side of this blank, that the telegram is on "Official business," has been signed by an official of the War Department, the message written thereon should be accepted as a paid telegram and this blank forwarded to your accounting offices as if it were cash in payment for its transmission. Your check on same will be either "Paid Govt. rate" or "Paid Govt. rate night," as the case may be. In counting check on such telegrams you count and check the words in the address and signature as well as those in the body of the message. (See the rules in the tariff book of your company with reference to the transmission of United States Government telegrams.)

*Note.—All telegraph accounts pertaining to the War Department, except as may be otherwise directed, originating in the United States, which are payable from funds of the Quartermaster Corps, will be paid in Washington, D. C., under the instructions of the Quartermaster General. (A. R. 1189, 1913.)

Official telegrams originating as listed below and payable from funds of the Quartermaster Corps will be paid by the following quartermasters:

Alaska, Porto Rico, and Canal Zone	Depot quartermaster, Washington, D. C.
Philippine Islands	Department quartermaster, Manila.
Hawaiian Islands	Department quartermaster, Honolulu.
Nagasaki, Japan	Quartermaster, Nagasaki.

STATEMENT OF OFFICER.

Smith (Surname.) John (First Christian name.) Henry (Middle name.)

Date of birth November 27,1888

Place of birth Chicago,Illinois

Married or single Married

Home address 1688 Indiana Ave. (No. and street or rural route; if none, so state.)

Chicago (City, town, or post office.) Illinois (State or country.)

Name and address of person to be notified in case of emergency

Louise Maude Smith Wife (Name and degree of relationship; if friend, so state.)

1688 Indiana Avenue (No. and street or rural route; if none, so state.)

Chicago, (City, town, or post office.) Illinois (State or country.)

The persons named below and none others, are my wife, children, mother, and father:

Mother Mary Smith (Degree of relationship.) (Christian name.) (Surname.)

981 Clarkson Street (No. and street or rural route; if none, so state.)

Chicago (City, town, or post office.) Illinois (State or country.)

Father Henry Smith (Degree of relationship.) (Christian name.) (Surname.)

981 Clarkson Street (No. and street or rural route; if none, so state.)

Chicago (City, town, or post-office.) Illinois (State or country.)

Wife Louise Maude Smith (Degree of relationship.) (Christian name.) (Surname.)

1688 Indiana Avenue (No. and street or rural route; if none, so state.)

Chicago (City, town, or post office.) Illinois (State or country.)

FORM No. 387, A. G. O. Ed. June 15, 1918. 3—4184

Son John Henry Smith Jr. (Degree of relationship.) (Christian name.) (Surname.)

1688 Indiana Avenue (No. and street or rural route; if none, so state.)

Chicago (City, town, or post office.) Illinois (State or country.)

Daughter Florence Eva Smith (Degree of relationship.) (Christian name.) (Surname.)

1688 Indiana Avenue (No. and street or rural route; if none, so state.)

Chicago (City, town, or post office.) Illinois (State or country.)

Son Ralph Howard Smith (Degree of relationship.) (Christian name.) (Surname.)

1688 Indiana Avenue (No. and street or rural route; if none, so state.)

Chicago (City, town, or post office.) Illinois (State or country.)

Prior military service (at United States Military or Naval Academy, enlisted man or officer in United States Army or Navy, Regular or Volunteer, National Guard in Federal service, Reserve Corps on active duty, or National Army. Give dates, ranks, company, regiment, etc.):

Enlisted March 23rd,1909.Honorably Discharged March 22nd,1913. Sgt. Co. "A",24th United States Infantry,Camp Custer,Michigan.

John Henry Smith (Signature.)

2nd Lieutenant,Inf. U.S.A. (Rank and organization.)

OATH OF OFFICE.

I, John Henry Smith

having been appointed a 2nd Lieutenant (Rank.)

Infantry United States Army (Arm, corps, or department.) (*Component force.)

in the military service of the United States, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office upon which I am about to enter: **So help me God.**

John Henry Smith (Signature.)

2nd Lieut. Inf. U. S. A. (Rank and organization.)

Sworn to and subscribed before me, at Camp Devens,Ayer,Massachusetts

this 22nd *day of* August, *1918*

Capt. Inf. U. S. A. Summary Court Officer

NOTE—See instructions on reverse side hereof.

*Regular Army, National Army, National Guard, or Reserve Corps; in case of Reserve Corps the section to be stated.

409.

ARMY OF THE UNITED STATES OF AMERICA

To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the fidelity and abilities of Leo J. Duggan (2767253) I do hereby appoint him Sergeant, Company "D" 302nd Infantry of the ‡ United States Army of the United States, to rank as such from the first day of October one thousand nine hundred and eighteen. He is therefore carefully and diligently to discharge the duty of * Sergeant by doing and performing all manner of things thereunto belonging. And I do strictly charge and require all noncommissioned Officers and Soldiers under his command to be obedient to his orders as Sergeant. And he is to observe and follow such orders and directions from time to time, as he shall receive from his Superior Officers and noncommissioned Officers set over him, according to the rules and discipline of War.

Given under my hand at Camp Lee, Va. this first day of October in the year of our Lord one thousand nine hundred and eighteen.

Colonel, 302nd Infantry

Form No. 152—A. G. O.
Ed. Aug. 16-17—500,000.

* Insert grade.
† Insert grade and company and regiment or corps or department; e. g., "Corporal, Company A, 1st Infantry," "Sergeant, Quartermaster Corps," "Sergeant First Class, Medical Department."
‡ Insert "Regular Army," "National Army," "National Guard," "Regular Army Reserve," or "Enlisted Reserve Corps," as the case may be.

2—4780

WAR DIARY

Reference F. S. R. 35, 1914

410. Used for.—A daily record of events, to be kept in campaign by each battalion and higher organizations, and by each ammunition, supply, engineer and sanitary train.

411. Diary day.—The day comprises the 24 hours covered by the date.

412. Disposition.—To be submitted to the next higher commander and by him forwarded as soon as practicable, direct to the War Department.

413. Units not components of a higher command.—Commanders of armies, or of units not components of a higher command, forward their diaries direct to the War Department.

414. Losses and captures.—After an engagement, the report of losses and captures will be filled out and a sketch will be appended; showing the position of the command at the most important places.

415. Orders and messages.—Copies of orders and messages received will be appended, or a synopsis of their contents will be entered in the diary. It is most important that the exact time and place of issue and receipt be shown.

416. Extra sheets.—Each installment of the diary will begin on Sheet No. 1; if necessary, Sheet No. 2 will be used for additional leaves.

417.

SHEET No. 1

(Write and paste nothing in this margin)

War Diary of..... **(see par. 35, F. S. R.) Date,**.....

MARCH TABLE

ORGANIZATION	FROM—	HOUR	TO—	HOUR	DIST.

REMARKS:.....

State of supply 11.59 p. m.

- In Combat Train .....
- In Amm. Train .....
- With Troops: Rations ..... / Forage .....
- In Supply Train: Rations ..... / Forage .....
- Available for all duty: Officers ..... / Men .....
- Weather .....
- Roads .....
- Health .....
- Camp .....

418.

SHEET No. 2
WAR DIARY

(Write and paste nothing in this margin)

HOUR	Appendix No.	CHRONOLOGICAL RECORD OF EVENTS ORGANIZATION,..... DATE.....
		NOTE.—If moving, show place opposite hour.

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APPENDIX

New Forms for Death and Discharge

SERVICE RECORD PASTER AND INSERTS (Par. 177a)

This form will be pasted over page 14 of the Service Record. In case there are completed indorsements on page 14, this form will be attached to the bottom of the page.

FINAL INDORSEMENT.

C.O.T.S., T.C., Camp Lee, Va.

Nov 30, 1918

TO THE ADJUTANT GENERAL OF THE ARMY:

Silsbee, Nathaniel F. 6640871
(Surname.) (Christian name.) (Army serial number.)

was, at this place and on this date, separated from service in The United States Army because of † Convenience of the government telegram AGO November 14, 1918

His character is Excellent

*Final statements furnished.

*Paid in full to date of separation from the service.

*Discharge certificate furnished.

Service with American Expeditionary Forces:

Sailed from U. S. for foreign service None, 191

Arrived at port overseas None, 191

Sailed from port overseas for U. S. None, 191

Arrived at port on return to U. S. None, 191

Instructions relating to War Risk Insurance furnished.

Treasury Department, B. W. R. I., Form 228, Notice of Discharge, has been transmitted to camp personnel adjutant.

NATHANIEL F. SILSBEE
(Soldier's signature.)

Address furnished for future reference:

155 Tuttle Street,
(Number and street or rural route.)

Franklin, Mass.
(City, town, or post office.) (State or country.)

I have verified the foregoing entries.

John A. Bent

Capt Inf U S A

Commanding Co G

* Strike out words not applicable.

† Insert cause of separation, such as honorable discharge per expiration of service; honorable discharge on surgeon's certificate of disability; honorable discharge on account of dependency; honorable discharge by purchase; discharged not recommended for reenlistment; dishonorable discharge by sentence of court-martial; death; desertion; retirement; dropped, or other cause not listed above.

40—6355

Each entry on this page will be initialed.

PASTER FOR SERVICE RECORD.

(Attach over "Convictions by Court-martial" page 5, present form).

Distinguished Service Cross awarded None, 19

(State action, with date)

Distinguished Service Medal awarded Oct 14, 18

Gallantry in Action, July 16, 1918
(State nature of service, with date)

Wound Chevron authorized Aug 15 18; , 19; , 19; , 19; , 19; , 19; , 19; , 19; , 19; , 19; , 19; , 19; , 19

War Service Chevron authorized Mch 12, 18 Sep 12, 18; , 19; , 19; , 19; , 19; , 19; , 19; , 19

OTHER MEDALS AND FOREIGN DECORATIONS.

None

Passed through gas Nov 4, 17 Tours
(Give designation of gas school)

Recruit toilet outfit issued July 12, 17

Overseas shaving outfit issued Aug 20, 17

2—6344

Extract from Circular No. 73, War Dept., Nov. 18, 1918:

The service record of each enlisted man separated from the service will be brought up to date; the paster and insert for service record recently distributed attached and the proper entries made thereon. A final endorsement to The Adjutant General of the Army for service record will show place, date, and cause of discharge; the character given; that the soldier was paid in full; that discharge certificate was furnished; service with American Expeditionary Forces, if any; soldier's signature; and future address.

SERVICE RECORD PASTER AND INSERTS (Par. 177a)

(Insert pages 6a-6d for Service Record.)

This sheet will be securely fastened by sewing or stapling between pages 6 and 7 of the present service record.

EDUCATIONAL QUALIFICATIONS.

(To be copied from Form CCP-1.)

Years in grammar school 7 High school 4

College or university 4 Graduate work

Specialized in Agriculture

Speaks *English, *French, *Spanish, *German.

Intelligence Rating None

OCCUPATIONAL QUALIFICATIONS.

(To be copied from Form CCP-1.)

Main occupation Teacher

Years 4 *Apprentice; *Journeyman; *Expert.

Just what did he do? Salesman of Gas Tractors

Weekly wages $ 50.00

Next best occupation None

Years *Apprentice; *Journeyman; *Expert.

Just what did he do?

Weekly wages $

MILITARY QUALIFICATIONS.

Army specialty.	Rating,† with date.	Rerating,† with date.
Enlisted man in Infantry U.S.A.		
from June 25, 1918 to December 6, 1918		

Sapper	Rifle grenadier	*Ammunition cannoneer
Pioneer	Rifleman	Gun cannoneer
Stokes mortar	Automatic rifleman	Driver
1-pounder	Company clerk	Instru. man (artillery)
Telephone	Runner	Agent of communication (artillery)
Radio	Machine gunner	
Visual signalman	Horseshoer	Lithographer
Wagoner	Packer	Powderman
Hand bomber	Gunner (artillery)	Rigger

* Strike out words not applicable.
† Ex=Excellent; VG=Very good; G=Good; F=Fair.

6-a

6-b

(Each entry on this page will be initialed.)

RECORD OF CONVICTIONS BY COURTS-MARTIAL.

Special G. M., appointed by C O 104th Inf

*61st A. W. Awol fr July 25 to 30, 1918

Sentence as approved: To be rd to ranks and forfeit 2/3 of pay not covered by WR Ins for 1 mo. Approved Aug 2, 18

I certify the above is correct.

John A. Bent
Capt. Inf U S A Comdg. Co G

NONE G. M., appointed by

*A. W.

Sentence as approved:

Approved 19

I certify the above is correct.

Comdg.

G. M., appointed by

*A. W.

Sentence as approved:

Approved 19

I certify the above is correct.

Comdg.

G. M., appointed by

*A. W.

Sentence as approved:

Approved 19

I certify the above is correct.

Comdg.

* A. of W. and synopsis of specifications of which found guilty, including dates.

6-6b

SERVICE RECORD PASTER AND INSERTS (Par. 177a)

(Each entry on this page will be initialed.)

RECORD OF CONVICTIONS BY COURTS-MARTIAL—Continued.

_____ G. M., appointed by _____

*_____ A. W. _____

_____

_____

Sentence as approved: _____

_____ Approved _____, 19____

I certify the above is correct.

_____ Comdg. _____

_____ G. M., appointed by _____

*_____ A. W. _____

_____

_____

Sentence as approved: _____

_____ Approved _____, 19____

I certify the above is correct.

_____ Comdg. _____

COMPANY PUNISHMENT.[1]

(Par. 204, Manual for Courts-Martial.)

Record of company punishments will under no circumstances be submitted in evidence before courts-martial with record of previous convictions.

Offense, including date.	Punishment awarded, with date.	Decision on appeal.
7/11/18		
Abs reveille	7 days K P	
8/3/18		
Smoking on bunk	No pass for	
	2 weeks	Overruled

* A. of W. and synopsis of specifications of which found guilty, including dates.

6-C

6-d

RECORD OF KNOWN DISTANCE RIFLE PRACTICE.

Special Course C—Record Practice.

Slow fire.				Rapid fire.				Slow fire.			Aggregate.
100	200	300	Total.	100	200	300	Total.	500	650	Total.	
				Target year 19 17							
47	45	38	120	45	30	40	115	35	30	65	300
				Target year 19.....							
				Target year 19.....							

Qualification Course—Record Practice.

Slow fire.				Rapid fire.				Aggregate.	Qualification.	Date.
300	500	600	Total.	200	300	500	Total.			
				Target year 19.....						
				Target year 19.....						
				Target year 19.....						

RECORD OF PISTOL FIRING.

Dismounted Course.

Record practice.				Expert test.			
Rapid fire.	Quick fire.		Total.	Rapid fire.	Quick fire.		Total.
25 yds.	15 yds.	25 yds.		25 yds.	15 yds.	25 yds.	
			Target year 19.....				
			Target year 19.....				
			Target year 19.....				

Mounted Course.

Record practice.			Expert test.			
Halt.	Gallop.	Total.	Halt.	Gallop.	Gallop extd.	Total.
		Target year 19.....				
		Target year 19.....				
		Target year 19.....				

6—6217

Report of Physical Examination of Enlisted Man Prior to Separation from Service in the United States Army (Par. 296a)

REPORT OF PHYSICAL EXAMINATION OF ENLISTED MAN PRIOR TO SEPARATION FROM SERVICE IN THE UNITED STATES ARMY

Murphy, Frank J. 2523009
(Surname) (Christian name) (Army serial number)

Sgt. Ord. 25th Co. C.O.T.S. Tr. Ctr.
(Grade) (Company and regiment or arm or corps or department)

Machine Hand
(Occupation prior to entry into service)

DECLARATION OF SOLDIER

Question. Have you any reason to beleive that at the present time you are suffering from the effects of any wound, injury, or disease, or that you have any disability or imparment of health, whether or not incurred in the military service?

Answer No

Q. If so, describe the disability stating the nature and location of the wound, injury, or disease.

A.

Q. When was the disability incurred?

A.

Q. Where was the disability incurred?

A.

Q. State the circumstances, if known, under which the disability was incurred.

A.

I declare that the foregoing questions and my answers thereto have been read over to me, and that I fully understand the questions, and that my replies to them are true in every respect and are correctly recorded.

Frank J. Murphy
(Signature of soldier.)

Witness: Arthur S. Loveless
(Signature of witnessing officer.)

Capt. Inf. 25th Co. C.O.T.S. Tr. Ctr.
(Rank and organization.)

Place Camp Lee, Va.

Date November 20, 191 8

Form No. 135-3. A. G. O.
Nov. 11, 1918

(2)

CERTIFICATE OF IMMEDIATE COMMANDING OFFICER

I CERTIFY THAT:

x Aside from his own statement I do not know, nor have I any reason to believe, that the soldier who made and signed the foregoing declaration has a wound, injury, or disease at the present time, whether or not incurred in the military service of the United States.

x The soldier who made and signed the foregoing declaration or

t wound, t injury, t or disease, which was incurred about

191 , at

The nature and location of the t wound, t injury, t or disease, so far as known, are

The circumstances under which incurred were

In my opinion the wound, injury, or disease t did / t did not originated in the line of duty in the military service of the United States.

Remarks

Arthur S. Loveless
Capt. Inf. U.S.A.
Commanding 25th Co. C.O.T.S.TC

Camp Lee, Va. November 20, 191 8
(Place and date.)

x Strike out the part of the certificate not applicable to the case.
t Strike out words not applicable.

CERTIFICATE OF EXAMINING SURGEON

I CERTIFY THAT:

The soldier named above has this date been given a careful physical examination.

x He is physically and mentally sound.

x ~~He has a † wound, † injury, † or disease, the nature and location of which are as follows:~~

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

The wound, injury, or disease [† is / † is not] likely to result in death or disability.

In my opinion the wound, injury, or disease [† did / † did not] originate in the line of duty in the military service of the United States.

In view of occupation he is ..... per cent disabled.

Remarks .....

.....

.....

.....

.....

H. P. Saltman

Chief Med Examiner for Camp Surg

1st Lt. ..... M. C., U. S. Army

Camp Lee, Va. November 21, ... 191 8

(Place and date.)

x Strike out the part of the certificate not applicable to the case.

† Strike out words not applicable.

REPORT OF BOARD OF REVIEW

(See Instruction 2.)

From a carful consideration of the case and a critical examinatio of the soldier.

WE FIND:-

x That he is physically and mentally sound.

x That he has a † wound, † injury, † or disease, the nature and location of which are as follows:

.....

.....

.....

.....

.....

.....

.....

.....

.....

The wound, injury, or disease [† is / † is not] likely to result in death or disability.

In our opinion the wound, injury, or disease [† did / † did not] originate in the line of duty in the service of the United States.

In view of occupation, he is ..... per cent disabled.

..... M. C., U. S. Army
(Name) (Rank)

..... M. C., U. S. Army.
(Name) (Rank)

..... M. C., U. S. Army.
(Name) (Rank)

....., 191 ...
(Place and date)

x Strike out the part of the certificate not applicable to the case.

† Strike out words not applicable.

INSTRUCTIONS

1. This report will be made out for each soldier, immediately preceding separation from service in the United States Army.

2. If the declaration of the soldier and the certificate of the examining surgeon do not agree, the case will be referred to a board of review, to consist of not less than two medical officers, convened by the camp, post, or regimental commander, which will complete the report on page 4 of this form.

3. When completed the report will be forwarded, with the service record of the soldier, to The Adjutant General of the Army in compliance with instructions prescribed in orders and regulations.

INSURANCE REPORT FURNISHED SOLDIER ON DISCHARGE (Par. 198a)

A copy of this memorandum of information will be furnished to each officer and enlisted man separated from service in The United States Army.

Information Relative to Compensation and Continuance of War Risk Insurance

FURNISHED TO

Alberts, John B. 1627384
(Surname) (Christian name) (Army serial No.)

WAR RISK INSURANCE.

All correspondence relating to War Risk Insurance should be addressed to "Bureau of War Risk Insurance, Treasury Department, Washington, D. C," and always contain the following information:

Your first name, middle name, and last name, in full.

Your grade and organization at the time of applying for insurance.

Your Army serial number.

Date of your discharge or separation from service.

Your present address.

1. If you desire to continue your War Risk Insurance it will be necessary for you to make payments of the monthly premiums directly to the Disbursing Clerk, Bureau of War Risk Insurance, Treasury Department, Washington, D. C. Check or money order should be made payable to the Treasurer of the United States.

2. Your premium on $ 10,000 insurance will be $ 6.50 per month until July 1, 1919, after which date it will be as follows:

From July 1, 1919, to July 1, 1920, $ 6.50 per month.
From July 1, 1920, to July 1, 1921, $ 6.60 per month.
From July 1, 1921, to July 1, 1922, $ 6.60 per month.
From July 1, 1922, to July 1, 1923, $ 6.70 per month.
From July 1, 1923, to July 1, 1924, $ 6.70 per month.

3. Should your address or that of a beneficiary change at any time you should advise the Bureau of War Risk Insurance, Treasury Department, Washington, D. C., immediately.

4. Within five years after the termination of the war, as declared by proclamation of the President, you must apply to the Bureau of War Risk Insurance, Treasury Department, Washington, D. C., for the conversion of your present policy into some other form of insurance. Your present policy will lapse unless converted within that time.

5. You may change your beneficiary at any time provided the new beneficiary is within the permitted class. Those who may be designated are: A spouse, child, grandchild, parent, brother, or sister.

[OVER]

COMPENSATION.

All correspondence relating to compensation should be addressed to "Compensation Section, Bureau of War Risk Insurance, Treasury Department, Washington, D. C.," and always contain the following information:

Your first name, middle name, and last name, in full.

Your grade and organization at time of discharge.

Your Army serial number.

The date of your discharge or separation from the service.

Your present address.

1. The United States will pay compensation for death or disability resulting from injury suffered or disease contracted in the line of duty by an officer or enlisted man when employed in active service, except where injury or disease has been caused by his own willful misconduct. Furthermore, dismissal or dishonorable discharge from the service terminates all rights to any compensation.

2. In case a man should discover after and within one year after separation from the service that he has sustained an injury or contracted disease in the line of duty when employed in active service which may result in disability or death, but which did not disable him and of which he had no knowledge at the time of separation from the service, he should communicate the fact immediately to the Compensation Section of the Bureau of War Risk Insurance, giving his full name, Army serial number if an enlisted man, rank or grade, and organization; the date of his discharge or separation from the service; and, if possible, the date of his injury or disability. He should at the same time request to be furnished a certificate to the fact that at the time of his separation from the service he was suffering from a wound, injury, or disease which is likely to result in death or disability. This certificate must be obtained within one year from the date of separation from the service, and in order to obtain it the man must submit to a medical examination by a physician designated by the Bureau of War Risk Insurance.

3. No compensation shall be payable for death or disability which does not occur prior to or within one year from date of separation from the service.

4. No compensation is payable for disability unless claim is filed within five years after the date of separation from the service.

5. In order to procure compensation for disability the claimant shall submit to examination by a medical officer of the United States. If he refuses to submit to such examination, his right to compensation [illegible]

6. Compensation is [illegible] from War Risk Insurance and [illegible] referred to herewith.

Joseph Sidorowicz
Capt Inf U S A
Commanding Co G
Camp Meade, Md.
(Place)
Nov. 30, 1918
(Date)

REPORT OF DEATH (Replacing form shown in Par. 318)

REPORT OF DEATH

(Par. 834, A. R., 1913.)

Base Hospital, Camp Lee, Va.

November 25, 1918

Norton, Henry P. 4634801

(Surname.) (Christian name.) (Army serial number.)

Corp. 28th Co. 7th Tr Bn 155th DB

(Grade.) (Organization.)

died Nov 25, 1918, at Base Hospital

Nature of injury or disease Broncho-pneumonia, acute, bilateral

Direct cause of death Broncho-pneumonia, acute, bilateral

Death *was/was not in line of duty and *was/was not the result of the deceased's own willful misconduct.

Wilbur E. Smith

(Signature of medical officer.)

Lt. Col. Med. Corps

1st Ind.

28 Co 155 DB Camp Lee, Va 11/27, 1918

To The Adjutant General of the Army,
Washington, D. C.

1. *The report of the surgeon is approved.
   ~~*A board of officers has been convened to investigate the case.~~
2. The deceased was *married/*single at time of death.
3. Amount of Government insurance in effect at time of death, $ 10,000
4. Name and address of person who was to be notified in case of emergency:
   Mr John P. Norton (Father)
   (Name and degree of relationship; if friend, so state.)
   42 Alder Street
   (No. and street or rural route; if none, so state.)
   Thomaston, Iowa
   (City, town, or post office.) (State or country.)
5. Date and place of burial, with number and locality of grave. (If not interred at post, state disposition made of remains.)
   Remains shipped to John P. Norton (Father) 42 Alder St., Thomaston, Iowa.

Remarks

Clyde C. Shafer

Capt Inf. U.S.A.
Commanding.

Inclosures:
1 Service Record.
1 Pay Card.
1 Final Statement.
*2 Inventories of Effects.

Form 415, A. G. O.
Ed. July 10, 1913.

*Strike out words not applicable.

3—41A

Report of Discharge Sent to the Adjutant General and the Bureau of War Risk Insurance (Par. 296b)

INSTRUCTIONS

1. This form will be submitted in duplicate for every enlisted man discharged from service in The United States Army.
2. Information required which can not be obtained by reference to records will be secured from the enlisted man.
3. The form will be typewritten when practicable, extreme care being taken that all information called for is given.
4. Surname, first name, and middle name must appear in full; do not abbreviate. Grade and organization as per second line, is the grade and organization *at time of applying for insurance and allotment and allowance*, not *grade and organization at time of discharge*.
5. Under reason for discharge will be inserted cause of separation, such as honorable discharge per expiration of service; honorable discharge on surgeon's certificate of disability; honorable discharge on account of dependent relatives; honorable discharge by purchase; discharged, not recommended for reenlistment; dishonorable discharge by sentence of court-martial; death; desertion; retirement; dropped, or other cause not listed above.
6. Under insurance, the names of the beneficiaries as shown on the record will be given; if such information is not of record, it will be given as stated by the soldier; the amount of the monthly premium will be entered and the last month for which premium was checked on pay roll inserted. In case the soldier has not applied for insurance the word "None" will be written in the space reserved for "Amount of premium."
7. The probable future address of the discharged soldier will be ascertained and stated in the appropriate space.
8. Under allotment and allowance the names of the allottees as shown on the record will be given; or if such information is not of record, it will be given as stated by the soldier, and the last date to which allotment is charged against the pay of the enlisted man under "Class A" and "Class B" will be indicated. The amount charged for allotment on final payment in each case will be stated. In case the soldier has made no allotment the word "None" will be written in the space reserved for "Amount charged for allotment on final payment."
9. Allotments will be prorated to include date of discharge. If the enlisted man has not sufficient pay due him to satisfy his allotment to and including the date of discharge, the amount of the deficiency will be indicated as "Due U. S. on account of allotment."
10. The original and duplicate will be signed by the company or detachment commander and transmitted to the camp personnel adjutant, who will mail both directly to the Bureau of War Risk Insurance, Treasury Department, Washington, D. C.

DUPLICATE

Name: Robert (Surname.) Thomas (First name.) Coggeshall (Middle name.) 23423432 (Army Serial No.)

Sergeant, Co. "D", 302nd Infantry (Grade and Organization at time of applying for Insurance.) Sergeant, Co. "D", 302nd Infantry (Grade and Organization at time of applying for Allotment and Allowance.)

Date of Birth: Dec. 5th, 1889 Date of Enlistment: Sep. 5th, 1917 . Date of Discharge:* Dec. 15th,

Reason for Discharge: Convenience of the Government, Letter AGO December 10th, 1918.

Paragraph 64, S.O. 349 Hq Training Center, Camp Lee, Virginia, December 14th, 1918.

Insurance: Certificate No. 23456789 (If known.)

Beneficiaries: Alice Marie Coggeshall (Wife)

982 Cottage Street

New Bedford, Massachusetts

Last month for which premium checked on pay roll November, 1918 $ 6.90 (Amount of premium.)

Address for future reference: 982 Cottage Street (Number and street or rural route.)

New Bedford (City, town, or post office.) Massachusetts (State or country.)

Allotment and Allowance: Allotment No. 1234567 (If known.)

Allottees: Alice Marie Coggeshall (Wife)

982 Cottage Street

New Bedford, Massachusetts

	Class A	Class B
Amount charged for allotment on final payment*	$ 7.50	$ 0.00
Due U. S. on account of allotment*	$ 0.00	$ 0.00

(Signed) George A. Hough (Name.) Colonel U.S.A. (Rank.) Com'd'g 302nd Infantry (Organization.)

NOTICE OF DISCHARGE.—TREASURY DEPARTMENT.—BUREAU OF WAR RISK INSURANCE.—FORM 333. *See Section 8 of instructions.

the

3432
(Serial No.)
(Surname.)
15th.)
5567
(known.)
(1fe.)
CLASS
0.00
0.00

FURLOUGH TO THE RESERVE

Circular No. 72, War Department, under date of February 10, 1919, containing instructions in reference to the Furlough To The Reserve of enlisted men is published below.

"1. When definite authority is received for furlough to the Reserve of enlisted men of the Regular Army, as provided for in Circulars No. 16 and No. 35, War Department, 1919, the following instructions will govern:

"a. The soldier will be given a critical physical examination as prescribed in Circular No. 73, War Department, 1918, and a report made on Form No. 135-3, A. G. O. The result of this examination will be noted on the service record.

"b. The accounts of the soldier will be closed, and he will be paid in full to date furlough is effective including allowances provided by law for discharged soldiers. His service record prepared in accordance with existing instructions and with partiular attention to Circular No. 57, War Department, 1918, will be properly indorsed and transmitted to the camp or other station personnel adjutant to be forwarded to the commanding general of the territorial department in which the reservist elects to reside. The definite authority under which the soldier was furloughed to the Reserve, and the residence (giving street number, if any) selected by the reservist will be noted on service record. The following individual records will be sent to department commander with service record:

"(1) Pay card. Form No. 644, A. G. O.
"(2) Individual Equipment Record. Form No. 637, A. G. O.
"(3) Qualification Card. Form CCP—1.

"c. Notice of Discharge Form No. 333, Treasury Department, Bureau of War Risk Insurance will be prepared in duplicate as prescribed by Circular No. 73, War Department, 1918, and sent to the Director, Bureau of War Risk Iusurance, Treasury Department, Washington, D. C. This form will be completed by crossing out the word 'discharge' where it appears in two places on form and substituting therefor 'Furloughed to Regular Army Reserve.' Paragraph 21, Circular No. 73, War Department, 1918, will be carefully complied with, and each soldier furloughed to the Regular Army Reserve will be given a copy of memorandum 'Information Relative to Compensation and Continuance of War Risk Insurance' signed by the officer preparing his furlough certificate.

"d. There will be furnished the soldier:

"Certificate of Furlough, Regular Army Reserve, Form No. 437, A. G. O., and final statements.

"Final statements will be prepared in accordance with Circular No. 85, War Department, 1918.

"The statement 'Entitled to purchase ticket to ( ) at two-thirds regular rate,' inserting place of acceptance for enlistment will be indorsed on back of certificate of furlough.

"e. The following will be forwarded to The Adjutant General of the Army:
"(1) Form No. 559. A. G. O.
"(2) Form No. 135-3, A. G. O.—Report of physical examination.

"f. Under the provisions of paragraph 1165, Army Regulations, an enlisted man furloughed to The Reserve will be permitted to wear to his home uniform clothing as specified in Circular No. 7, War Department, 1919, and will return same as prescribed in Circulars No. 105 and No. 139, War Department, 1918. Instructions contained in Circular No. 43, War Department, 1919, and those which may be issued in the future concerning the wearing of uniform by discharged soldiers, will also apply to reservists when not in active service unless otherwise ordered. The soldier will be so instructed.

"g. Every enlisted man, prior to being transferred to the Regular Army Reserve will be given the address of the department headquarters where his service records are to be kept. He will be instructed to report to the department commander any change of residence and to communicate with that officer regarding any further information he may desire regarding his status as a member of the Regular Army Reserve.

"2. The provisions of sub-paragraphs b and c, paragraph 1, Circular No. 86, Circulars Nos. 91, 93, 106 and 149, War Department, 1918, and all other general instructions governing the separation of enlisted men from active service in the demobilization of the present Army will be given careful consideration before an enlisted man is furloughed to the Regular Army Reserve.

"3. The above procedure will be followed also when reservists who have been mobilized for active service are refurloughed to the Reserve under the provisions of Circular No. 16, War Department, 1919.

"4. Regulations for the Regular Army Reserve dated August 15, 1916, in conflict with the provisions of this circular are suspended accordingly.

"5. Application for furlough to the Reserve under the provisions of Circulars No. 16 and No. 55, War Department, 1919, will be submitted through channels to the camp or port of embarkation commander, or department commander having discharge jurisdiction under the provisions of paragraph 139½, Army Regulations, as the case may be. Applications under the provisions of Circular No. 35, War Department, 1919, will be forwarded through these commanders, who will indorse their recommendations to The Adjutant General of the Army."

REGULAR ARMY RESERVE

Certificate of Furlough

This is to Certify, That Walter J. Lampert #3336558
Sgt Hq Co 32nd Reg Camp Lee Va
Regular Army, having completed 4 years of Honest and Faithful Service is hereby furloughed to the Regular Army Reserve of the United States by reason of Pursuant to instructions H.Q. Feb 1, 1919 and G.O. 35 pp 2 Hq T.C. Camp Lee, Va. February 4, 1919.

Said Walter J. Lampert #3336558 was born in Pittsburgh, in the State of Pennsylvania. When enlisted he was 24 7/12 years of age, and by occupation a Bookkeeper. He had blue eyes, brown hair, fair complexion, and was 5 feet 10 ½ inches in height.

Given under my hand at Camp Lee Va this sixth day of February, one thousand nine hundred and nineteen

Hugo D. Perron
Colonel, U.S.A., Commanding.

Form No. 437, A. G. O.
Ed. Mar 13-17—50,000.

* Insert grade and company and regiment or corps or department, e. g. "Corporal, Company A, 1st Infantry," "Sergeant, Quartermaster Corps," "Sergeant, First class, Medical Department."
† If furloughed to Reserve before completion of three years' continuous service, give number, date, and source of order or authority therefor

ENLISTMENT RECORD.

Enlisted February 6, 1915 at Pittsburgh, Pa.

Serving in 1st enlistment period at date of furlough to the Regular Army Reserve.

Prior service: None

Noncommissioned officer: Sgt. Corp. Sgt. Corp. Oct. 16, 1915 per SO. 15 016 par 6 Reg. 32 Reg.

Marksmanship, gunner qualification or rating: * Expert Rifleman April 15, 1916 per SO 263 Reg. Standing

Horsemanship: Not mounted

Battles, engagements, skirmishes, expeditions: None

Knowledge of any vocation: Bookkeeping

Wounds received in service: None

Physical condition when furloughed to the Regular Army Reserve: Good

Typhoid prophylaxis completed March 15, 1915

Paratyphoid prophylaxis completed March 15, 1915

Married or single: Single

Character: Excellent

Remarks: Entitled to Travel Pay to Pittsburgh, Pa. Service Chevrons and Mexican Service Medal

Signature of soldier: Walter J. Lamperty

Francis Laverlle
Capt. Inf. U.S.A.
Commanding 32 Regiment

* Give date of qualification or rating and number, date, and source of order announcing same.

EXTRACTS FROM THE REGULATIONS FOR THE REGULAR ARMY RESERVE.

DUTIES AND REPORTS.

17. * * * The reservist will be given a copy of these Regulations and instructed that he is required to report his address on the first of each quarter and any change of address whenever it occurs; to present himself for identification about January 1 and July 1 of each year to any of the officers described in paragraph 10; to report annually for 15 days' field training if so ordered; and to report wherever ordered by a department commander when the Regular Army Reserve is mobilized for active service, by order of the President, in event of actual or threatened hostilities. * * *

CLOTHING.

52. All men furloughed to the Regular Army Reserve will be instructed by their organization or other immediate commanders to retain in their possession until their discharge the uniform clothing itemized in paragraph 51, and any enlisted man not thus supplied will be required to draw the necessary items, before his account is closed and final statement completed, to the extent that his credits under his clothing allowance will permit. * * *

RESIDENCE.

98. A member of the Regular Army Reserve is not permitted to leave the territorial limits of the United States, except to visit or reside in its possessions, without authority of the Secretary of War. Applications for such authority will be forwarded through department commanders or the other officers charged with keeping reservists' records. This authority will be granted unless hostilities be actual or threatened.

CIVIL SERVICE.

99. Members of the Regular Army Reserve may be employed in the classified and unclassified civil service, subject to such regulations, examinations, and tests as may be prescribed by the Civil Service Commission

3—2530

Lampert Walter J #3336558

(Surname) (Christian name)

Sgt Hq Co 32nd Reg. Camp Lee Va

(Rank and organization)

February 6th, 1915

(Date of enlistment)

February 6th, 1919

(Date of furlough to Reserve)

Excellent

(Character given at date of furlough)

February 6th, 1922

(Date Reservist is to be discharged from service)

5215 Powhattan Street

(Reservists address--street & house number, if none, so state)

Pittsburgh Pa

(Town or city) (State)

Name and address of person to be notified in case of emergency.

Charles J. Lampert (Father)

(Name and degree of relationship, if friend so state)

5215 Powhattan Street

Address--street & house number, if none, so state

Pittsburgh Pa

(Town or city) (State)

Martin E Devitt.

1st Lt Inf USA

Commanding Asst Pl Adjt.

This report will be made out by the proper commanding officer as indicated in Sec. 27, Regulations for the Regular Army Reserve, 1916 and will be forwarded to The Adjutant General of the Army.

Form No. 559 A. G. O.

Ed. Aug. 9-16

GEOGRAPHIC DEPARTMENTS AND TERRITORIAL ORGANIZATIONS

The following geographic departments and the territorial organizations have been established by the War Department:

THE NORTHEASTERN DEPARTMENT, to embrace the States of Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut, Headquarters at Boston, Massachusetts.

THE EASTERN DEPARTMENT, to embrace the States of New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, the District of Columbia, the Canal Zone, and the island of Porto Rico with the islands and keys adjacent thereto, Headquarters at Governor's Island, N. Y.

THE SOUTHEASTERN DEPARTMENT, to embrace the States of Tennessee, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Louisiana, and Arkansas, together with the Coast Defenses of Galveston, Headquarters at Charleston, S. C.

THE CENTRAL DEPARTMENT, to embrace the States of West Virginia, Kentucky, Ohio, Michigan, Indiana, Illinois, Wisconsin, Minnesota, North Dakota, South Dakota, Iowa, Missouri, Kansas, Nebraska, and Colorado, Headquarters at Chicago, Ill.

THE SOUTHERN DEPARTMENT, to embrace the States of Texas, (except the Coast Defenses of Galveston), Oklahoma, New Mexico, and Arizona, Headquarters at Fort Sam Houston, Texas.

THE WESTERN DEPARTMENT, to embrace the States of Washington, Oregon, Idaho, Montana, Wyoming, California, Nevada, Utah, and the Territory of Alaska, Headquarters at San Francisco, Cal..

REPORT OF CHANGES

Circular No. 173, War Department, 1918, is rescinded and the following substituted therefor:

Existing instructions in Special Regulations No. 57a relative to preparation and rendition of reports of changes for officers and enlisted men are modified as follows:

1. a. A separate and complete report for each officer and enlisted man will be rendered for each person in whose status there is a change, unless 100 or more changes occurred in the day for which the report is rendered. In this case previous instructions will govern. (P65-87) Administration.

b. The original report will be made on a 3½" by 8" slip of letter paper and the carbon copies on 3½" slips. All entries will be made parallel to the 3½" dimensions and entries will begin as near as possible to the top of the reports. The data contained on the reports will be contracted into the top three inches of the original report in order that they will all be included in the carbon copies. The general data may be printed, typewritten or mimeographed. No printed forms will be provided by the War Department.

c. On the report of change for enlisted men data will be entered on successive lines, each item or group of items so far as practicable on a single line. The entries will be as follows:

(1) Surname, Christian name, Army serial number.

(2) Grade and company and regiment or arm or corps or department.

(3) The words "REPORT OF CHANGE" and the date expressed by the words "For the twenty-four hours ending at midnight.....1919."

(4) Data relating to change of status corresponding to column of remarks in the Report of Changes required by Special Regulations No. 57a. (See Paragraphs 86, 87 Administration.)

(5) Organization or headquarters, and place from which report is rendered.

(6) and (7) Signature, rank and organization of personnel adjutant rendering report.

(8) Serial number of report beginning with number one on each day to be placed in lower right hand corner of the slip.

d. On the report for officers the same items with the necessary modifications will be entered in the same order.

e. The name of the personnel adjutant rendering the report will be printed, typewritten or mimeographed on the original and all copies of the report. The original will also be signed by the personnel adjutant.

2. a. The reports of changes for each day will be accompanied by a memorandum of transmittal the original and carbon copies of which will be prepared on 3½" x 3" slips. The data required will be entered, in a similar manner as on the report of change, as follows:

(1) Heading "REPORT OF CHANGES."

(2) ENLISTED MEN (or officers).

(3) Date expressed by the words "for the twenty-four hours ending at midnight .....1919."

(4) Organization of headquarters and place.

(5) and (6) Notation of contents and number of individual reports forwarded with memorandum; for example, "Reports of Change forwarded herewith" and "numbers 1 to 62."

(7) A statement "Last report.....1919." The date will not be filled in except in case one or more days intervene between the rendering of reports because of no changes or through unavoidable causes.

(8) and (9) Signature, rank and organization of personnel adjutant rendering report.

(10) Footnote as shown on model.

b. No serial number will be given memoranda transmitting reports as dates will give check.

c. Reports of changes of officers and enlisted men will be forwarded under the same cover but arranged in two groups, one for officers and one for enlisted men, each group transmitted by separate memorandum of transmittal. Each group will be numbered in its own series.

3. Instructions for preparation of reports of changes in Special Regulations No. 57a will govern, except when in conflict with these instructions.

REPORT OF CHANGES

Enlisted men
(Officers or Enlisted Men)

For the twenty-four hours ending at midnight January 3rd 1919

179th Infantry T.C. Camp Lee, Va.
(Organization)

Reports of Change forwarded herewith
Numbers 1 to 62

x Last report 1919

(Signed) Walter J. Lampert
Walter J. Lampert
Capt. 179th Infantry Personnel Adjutant

x Not to be entered if a report has been rendered on the preceeding day

Donelly Joseph H 1864528
Surname Christian Name Middle Initial Serial No.

Pvt Co B 179th Inf.
Grade Co. Regiment, Etc.

Report of Change--For twenty-four hours ending at midnight January 3rd 1919

179th Inf. T. C. Camp Lee, Va.
Organization from which rendered

(Signed) Walter J. Lampert
Walter J. Lampert
Capt. 179th Inf. Personnel Adjutant

Individual Report No. 16

I.O.S. FORM 12 SM-2-6-19

FORM FOR AFFIDAVITS

Remember this, an enlisted man cannot make an affidavit. The enlisted man makes a deposition and a commissioned officer makes the affidavit.

.....

Camp

Camp Lee
County of Prince George } ss
State of Virginia

Personally appeared before me, the undersigned authority for administering oaths, one William B. Sherry, 1,495,832, Battalion Sergeant Major, Headquarters Company, 302nd Infantry, he, being duly sworn, deposes and says: he registered in accordance with the draft regulations at Muncie, Indiana, his home then being at Muncie, Indiana. His Local Board of Registration then transferred him from Muncie, Indiana, to Greensburg, Pennsylvania, at which place he was accepted for enlistment.

Deponent further deposes that his place of residence has been changed from Muncie, Indiana, to Greensburg, Pennsylvania, and that upon his discharge from the Military Service, he intends to take up employment at said Greensburg, Pennsylvania.

Further deponent sayeth not.

(Signed) WILLIAM B. SHERRY

William B. Sherry

Subscribed and sworn to before me this twenty-second day of February, nineteen hundred and nineteen.

(Signed) GEORGE D. SYLVIA

George D. Sylvia,
Major, Infantry, U. S. A.,
Adjutant.

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